

# **Department of Social Services**

## **Support Divisions**

**Fiscal Year 2007 Budget Request**

**K. Gary Sherman, Director**

*Printed with Governor's Recommendations*

Page No.	Dept. Rank	Decision Item Name	Department Amended Request					Governor's Recommendation				
			FTE	GR	FF	OF	Total	FTE	GR	FF	OF	Total
Office of the Director												
2	1	Core	8.00	447,920	13,874	59,444	521,238	8.00	447,920	13,874	59,444	521,238
	2	General Structure Adjustment	0.00	0	0	0	0	0.00	16,557	0	1,718	18,275
		Total	8.00	447,920	13,874	59,444	521,238	8.00	464,477	13,874	61,162	539,513
IT Consolidation												
11	1	Core	0.00	0	0	0	0	0.00	0	0	0	0
		Total	0.00	0	0	0	0	0.00	0	0	0	0
Federal Grants and Donations												
20	1	Core	0.00	0	11,979,960	24,998	12,004,958	0.00	0	11,979,960	24,998	12,004,958
		Total	0.00	0	11,979,960	24,998	12,004,958	0.00	0	11,979,960	24,998	12,004,958
Maintenance & Repair												
27	1	Core	0.00	0	148,381	109,502	257,883	0.00	0	148,381	109,502	257,883
		Total	0.00	0	148,381	109,502	257,883	0.00	0	148,381	109,502	257,883
Human Resource Center												
34	1	Core	13.52	337,484	227,130	0	564,614	13.52	337,484	227,130	0	564,614
	2	General Structure Adjustment	0.00	0	0	0	0	0.00	20,119	0	0	20,119
		Total	13.52	337,484	227,130	0	564,614	13.52	357,603	227,130	0	584,733
Field and Line Staff Training												
44	1	Core	0.00	178,125	131,840	0	309,965	0.00	178,125	131,840	0	309,965
		Total	0.00	178,125	131,840	0	309,965	0.00	178,125	131,840	0	309,965
DSS Overtime												
52	2	Core	0.00	281,107	0	0	281,107	0.00	281,107	0	0	281,107
		General Structure Adjustment	0.00	0	0	0	0	0.00	11,244	0	0	11,244
		Total	0.00	281,107	0	0	281,107	0.00	292,351	0	0	292,351
Budget and Finance												
59	1	Core	74.42	1,735,547	1,050,318	3,913	2,789,778	74.42	1,735,547	1,050,318	3,913	2,789,778
	2	General Structure Adjustment	0.00	0	0	0	0	0.00	102,682	0	142	102,824
		Total	74.42	1,735,547	1,050,318	3,913	2,789,778	74.42	1,838,229	1,050,318	4,055	2,892,602
Revenue Maximization												
71	1	Core	0.00	0	1,000,000	0	1,000,000	0.00	0	1,000,000	0	1,000,000
		Total	0.00	0	1,000,000	0	1,000,000	0.00	0	1,000,000	0	1,000,000
Receipt & Disbursement - Refunds												
78	1	Core	0.00	0	1,700,000	800,000	2,500,000	0.00	0	1,700,000	800,000	2,500,000
		Total	0.00	0	1,700,000	800,000	2,500,000	0.00	0	1,700,000	800,000	2,500,000
Neglected & Delinquent Children												
85	1	Core	0.00	3,302,000	0	0	3,302,000	0.00	3,302,000	0	0	3,302,000
		Total	0.00	3,302,000	0	0	3,302,000	0.00	3,302,000	0	0	3,302,000
Information Services & Technology												
92	1	Core	0.00	0	0	0	0	0.00	0	0	0	0
		Total	0.00	0	0	0	0	0.00	0	0	0	0

Page No.	Dept. Rank	Decision Item Name	Department Amended Request					Governor's Recommendation				
			FTE	GR	FF	OF	Total	FTE	GR	FF	OF	Total
100		<b>General Services</b>										
	1	Core	66.11	1,605,807	328,401	5,849,227	7,783,435	66.11	1,605,807	328,401	5,849,227	7,783,435
	2	General Structure Adjustment	0.00	0	0	0	0	0.00	62,229	0	5,670	67,899
		Total	66.11	1,605,807	328,401	5,849,227	7,783,435	66.11	1,668,036	328,401	5,854,897	7,851,334
111		<b>Legal Services</b>										
	1	Core	141.97	1,866,875	3,550,102	766,814	6,183,791	141.97	1,866,875	3,550,102	766,814	6,183,791
	2	General Structure Adjustment	0.00	0	0	0	0	0.00	89,387	92,041	26,060	207,488
		Total	141.97	1,866,875	3,550,102	766,814	6,183,791	141.97	1,956,262	3,642,143	792,874	6,391,279
		Supports Core Total	304.02	9,754,865	20,130,006	7,613,898	37,498,769	304.02	9,754,865	20,130,006	7,613,898	37,498,769
		Total Supports	304.02	9,754,865	20,130,006	7,613,898	37,498,769	304.02	10,057,083	20,222,047	7,647,488	37,926,618



# FY07 Department of Social Services Report #9

## DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>OFFICE OF DIRECTOR</b>								
<b>CORE</b>								
PERSONAL SERVICES								
GENERAL REVENUE	382,134	6.17	397,265	6.74	401,474	6.74	401,474	6.74
DEPT OF SOC SERV FEDERAL & OTH	11,333	0.18	12,445	0.26	12,445	0.26	12,445	0.26
CHILD SUPPORT ENFORCEMENT COLLTN	39,056	0.63	42,964	1.00	42,964	1.00	42,964	1.00
TOTAL - PS	432,523	6.98	452,674	8.00	456,883	8.00	456,883	8.00
EXPENSE & EQUIPMENT								
GENERAL REVENUE	47,235	0.00	46,642	0.00	46,446	0.00	46,446	0.00
DEPT OF SOC SERV FEDERAL & OTH	537	0.00	1,429	0.00	1,429	0.00	1,429	0.00
CHILD SUPPORT ENFORCEMENT COLLTN	17,000	0.00	16,480	0.00	16,480	0.00	16,480	0.00
TOTAL - EE	64,772	0.00	64,551	0.00	64,355	0.00	64,355	0.00
<b>TOTAL</b>	<b>497,295</b>	<b>6.98</b>	<b>517,225</b>	<b>8.00</b>	<b>521,238</b>	<b>8.00</b>	<b>521,238</b>	<b>8.00</b>
<b>GENERAL STRUCTURE ADJUSTMENT - 0000012</b>								
PERSONAL SERVICES								
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	16,557	0.00
CHILD SUPPORT ENFORCEMENT COLLTN	0	0.00	0	0.00	0	0.00	1,718	0.00
TOTAL - PS	0	0.00	0	0.00	0	0.00	18,275	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>18,275</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$497,295</b>	<b>6.98</b>	<b>\$517,225</b>	<b>8.00</b>	<b>\$521,238</b>	<b>8.00</b>	<b>\$539,513</b>	<b>8.00</b>

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# CORE DECISION ITEM

Department: Social Services  
Division: Office of the Director  
Appropriation: Office of the Director

Budget Unit Number: 88712C

## 1. CORE FINANCIAL SUMMARY

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	401,474	12,445	42,964	456,883
EE	46,446	1,429	16,480	64,355
PSD				
Total	447,920	13,874	59,444	521,238
FTE	6.74	0.26	1.00	8.00

<b>Est. Fringe</b>	196,281	6,084	21,005	223,370
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds: Child Support Enforcement Collections Fund (0169)

	FY 2007 Governor's Recommendation			
	GR	Federal	Other	Total
PS	401,474	12,445	42,964	456,883
EE	46,446	1,429	16,480	64,355
PSD				
Total	447,920	13,874	59,444	521,238
FTE	6.74	0.26	1.00	8.00

<b>Est. Fringe</b>	196,281	6,084	21,005	223,370
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds: Child Support Enforcement Collections Fund (0169)

## 2. CORE DESCRIPTION

Core operating budget for the Office of the Director.

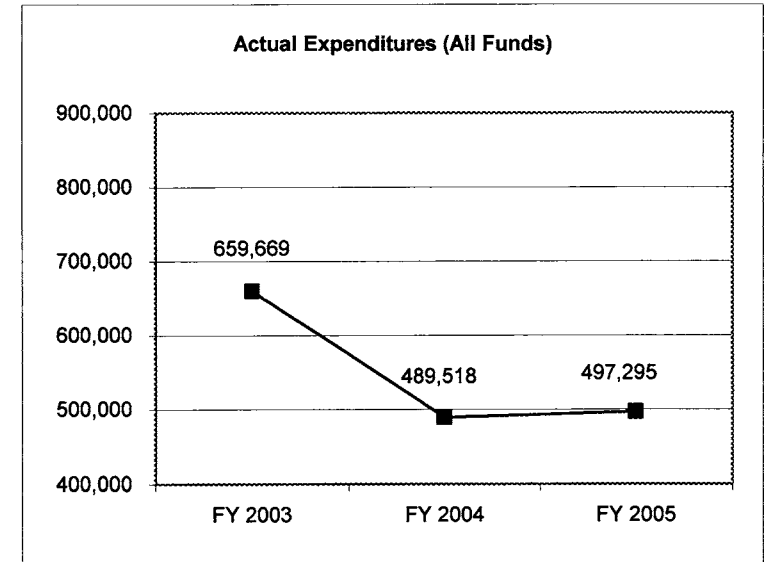
## 3. PROGRAM LISTING (list programs included in this core funding)

Office of the Director

# CORE DECISION ITEM

## 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)	737,106	564,175	559,978	517,225
Less Reverted (All Funds)	(59,833)	(14,744)	(34,573)	N/A
Budget Authority (All Funds)	677,273	549,431	525,405	N/A
Actual Expenditures (All Funds)	659,669	489,518	497,295	N/A
Unexpended (All Funds)	17,604	59,913	28,110	N/A
Unexpended, by Fund:				
General Revenue	6,777	45,151	21,827	N/A
Federal	12	1,068	2,075	N/A
Other	10,815	13,694	4,208	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

## CORE RECONCILIATION

### DEPARTMENT OF SOCIAL SERVICES

### OFFICE OF DIRECTOR

### 5. CORE RECONCILIATION

		Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>								
		PS	8.00	397,265	12,445	42,964	452,674	
		EE	0.00	46,642	1,429	16,480	64,551	
		<b>Total</b>	<b>8.00</b>	<b>443,907</b>	<b>13,874</b>	<b>59,444</b>	<b>517,225</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>								
Core Reallocation	[#917]	PS	0.00	4,209	0	0	4,209	Transfer in from DSS Overtime due to changes in SB 367 (2005).
Core Reallocation	[#1405]	EE	0.00	(196)	0	0	(196)	Transfer funding for IT related expenditures to IT Consolidation.
<b>NET DEPARTMENT CHANGES</b>			<b>0.00</b>	<b>4,013</b>	<b>0</b>	<b>0</b>	<b>4,013</b>	
<b>DEPARTMENT CORE REQUEST</b>								
		PS	8.00	401,474	12,445	42,964	456,883	
		EE	0.00	46,446	1,429	16,480	64,355	
		<b>Total</b>	<b>8.00</b>	<b>447,920</b>	<b>13,874</b>	<b>59,444</b>	<b>521,238</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>								
		PS	8.00	401,474	12,445	42,964	456,883	
		EE	0.00	46,446	1,429	16,480	64,355	
		<b>Total</b>	<b>8.00</b>	<b>447,920</b>	<b>13,874</b>	<b>59,444</b>	<b>521,238</b>	



# FLEXIBILITY REQUEST FORM

<b>BUDGET UNIT NUMBER:</b> 88712C	<b>DEPARTMENT:</b> Social Services
<b>BUDGET UNIT NAME:</b> Office of Director	<b>DIVISION:</b> Office of Director

**1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.**

DEPARTMENT REQUEST					GOVERNOR RECOMMENDATION				
Section	PS or E&E	Core	% Flex Requested	Flex Request Amount	Section	PS or E&E	Core	% Flex Gov Rec	Flex Gov Rec Amount
	PS	\$456,883	20%	\$91,377		PS	\$456,883	20%	\$91,377
	E&E	\$64,355	20%	\$12,871		E&E	\$64,355	20%	\$12,871
<i>Total Request</i>		\$521,238	20%	\$104,248	<i>Total Gov. Rec.</i>		\$521,238	20%	\$104,248

**2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.**

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	H.B. 11 language allows for up to 20% flexibility for all funds between personal services and expense and equipment.	20% flexibility is being requested in all funds.

**3. Was flexibility approved in the Prior Year Budget or the Current Year Budget? If so, how was the flexibility used during those years?**

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
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10% flexibility granted for GR appropriations only, funds were not utilized.

Flexibility will assist in managing funds due to recent core reductions. Uses will be determined on an "as needed" basis.

# FY07 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>OFFICE OF DIRECTOR</b>								
<b>CORE</b>								
STATE DEPARTMENT DIRECTOR	105,061	1.05	99,204	1.00	103,224	1.00	103,224	1.00
DEPUTY STATE DEPT DIRECTOR	52,048	0.54	95,568	1.00	95,568	1.00	95,568	1.00
DESIGNATED PRINCIPAL ASST DEPT	139,143	1.89	83,200	1.00	150,004	2.00	150,004	2.00
SPECIAL ASST PROFESSIONAL	0	0.00	59,196	1.00	0	(0.00)	0	(0.00)
SPECIAL ASST OFFICE & CLERICAL	136,271	3.50	115,506	4.00	108,087	4.00	108,087	4.00
<b>TOTAL - PS</b>	<b>432,523</b>	<b>6.98</b>	<b>452,674</b>	<b>8.00</b>	<b>456,883</b>	<b>8.00</b>	<b>456,883</b>	<b>8.00</b>
TRAVEL, IN-STATE	4,968	0.00	10,000	0.00	12,159	0.00	12,159	0.00
TRAVEL, OUT-OF-STATE	3,529	0.00	4,000	0.00	4,000	0.00	4,000	0.00
SUPPLIES	17,144	0.00	16,669	0.00	18,364	0.00	18,364	0.00
PROFESSIONAL DEVELOPMENT	20,370	0.00	3,300	0.00	3,300	0.00	3,300	0.00
COMMUNICATION SERV & SUPP	9,839	0.00	11,900	0.00	11,823	0.00	11,823	0.00
PROFESSIONAL SERVICES	2,204	0.00	7,300	0.00	7,291	0.00	7,291	0.00
JANITORIAL SERVICES	21	0.00	450	0.00	325	0.00	325	0.00
M&R SERVICES	2,185	0.00	5,245	0.00	3,493	0.00	3,493	0.00
COMPUTER EQUIPMENT	873	0.00	0	0.00	0	0.00	0	0.00
OFFICE EQUIPMENT	1,632	0.00	199	0.00	985	0.00	985	0.00
OTHER EQUIPMENT	0	0.00	775	0.00	775	0.00	775	0.00
PROPERTY & IMPROVEMENTS	0	0.00	100	0.00	0	0.00	0	0.00
REAL PROPERTY RENTALS & LEASES	0	0.00	250	0.00	0	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	818	0.00	663	0.00	840	0.00	840	0.00
MISCELLANEOUS EXPENSES	1,189	0.00	3,700	0.00	1,000	0.00	1,000	0.00
<b>TOTAL - EE</b>	<b>64,772</b>	<b>0.00</b>	<b>64,551</b>	<b>0.00</b>	<b>64,355</b>	<b>0.00</b>	<b>64,355</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$497,295</b>	<b>6.98</b>	<b>\$517,225</b>	<b>8.00</b>	<b>\$521,238</b>	<b>8.00</b>	<b>\$521,238</b>	<b>8.00</b>
<b>GENERAL REVENUE</b>	<b>\$429,369</b>	<b>6.17</b>	<b>\$443,907</b>	<b>6.74</b>	<b>\$447,920</b>	<b>6.74</b>	<b>\$447,920</b>	<b>6.74</b>
<b>FEDERAL FUNDS</b>	<b>\$11,870</b>	<b>0.18</b>	<b>\$13,874</b>	<b>0.26</b>	<b>\$13,874</b>	<b>0.26</b>	<b>\$13,874</b>	<b>0.26</b>
<b>OTHER FUNDS</b>	<b>\$56,056</b>	<b>0.63</b>	<b>\$59,444</b>	<b>1.00</b>	<b>\$59,444</b>	<b>1.00</b>	<b>\$59,444</b>	<b>1.00</b>



## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Office of the Director**

**Program is found in the following core budget(s): Office of the Director**

### 1. What does this program do?

*PROGRAM SYNOPSIS: The role of the Office of the Director is to provide leadership and direction for approximately 8,500 employees of the seven divisions of the Department of Social Services (DSS).*

In its leadership role, the Office of the Director:

- coordinates and monitors division's operational plans and major policy initiatives;
- identifies emerging issues and formulates the department's response to them;
- ensures appropriate and effective use of public funds appropriated to the department;
- creates public/private partnerships to confront and resolve issues facing children and families;
- is Missouri's voice in national human services forums; and
- is the liaison between those who administer the department's programs and the Governor's Office, the General Assembly, other state agencies, other state governments, the federal government, citizens, provider groups, the business community and philanthropic organizations.

Four program divisions (Children's Division, Family Support Division, Division of Youth Services and Division of Medical Services) and three support divisions (Divisions of Budget and Finance, General Services and Legal Services) report to the Office of the Director. The Office of the Director oversees and coordinates the divisions' programs and services to respond to the needs of Missouri citizens.

Current focus areas include:

- Leading the timely and successful implementation of the first phases of Medicaid Reform.
- Providing counsel to the Medicaid Reform Commission and the Missouri Government Review Commission.
- Promoting the use of state-of-the-art technology to identify and eliminate waste, fraud and abuse, to improve service delivery and to enhance operational effectiveness.
- Improving the effectiveness of the department's field offices to address problems locally by encouraging open and proper communication at the local level and within the department and increasing expectations for field office employees to be responsible and accountable for their day-to-day operations.

•Maintaining the nation's most successful juvenile justice program.

•Developing the state's response to major changes in national health care policy created by passage of Medicare Part D (Medicare pharmacy benefit).

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

State Statute RSMo. 660.010

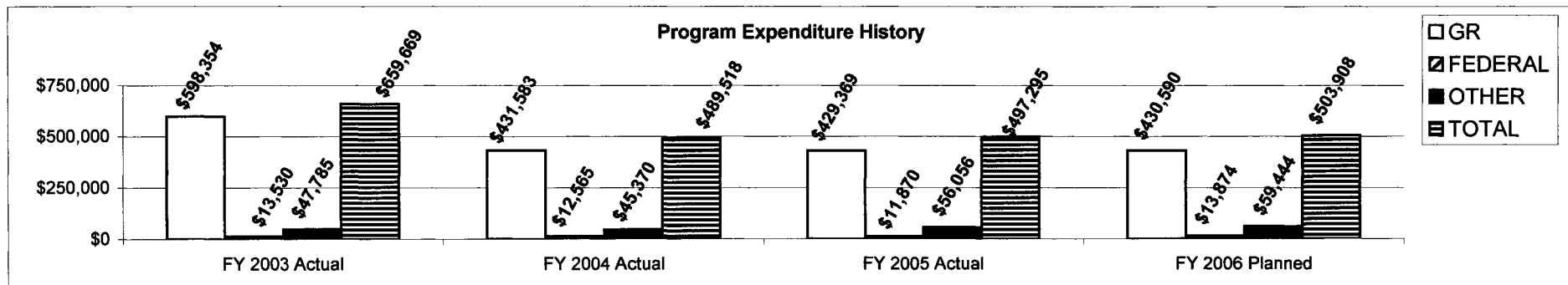
**3. Are there federal matching requirements? If yes, please explain.**

There is no federal matching requirement. However, expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

**4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

Child Support Enforcement Collections Fund (0169)

**7a. Provide an effectiveness measure.**

The Director's Office supports all Department of Social Service programs. Effectiveness measures will be found in the departmental division sections.

**7b. Provide an efficiency measure.**

The Director's Office supports all Department of Social Service programs. Efficiency measures will be found in the departmental division sections.

**7c. Provide the number of clients/individuals served, if applicable.**

**7d. Provide a customer satisfaction measure, if available.**



# FY07 Department of Social Services Report #9

## DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
IT CONSOLIDATION								
CORE								
PERSONAL SERVICES								
GENERAL REVENUE	0	0.00	3,272,016	67.76	0	0.00	0	0.00
TEMP ASSIST NEEDY FAM FEDERAL	0	0.00	201,455	5.97	0	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	5,397,730	124.11	0	0.00	0	0.00
THIRD PARTY LIABILITY COLLECT	0	0.00	9,997	0.28	0	0.00	0	0.00
CHILD SUPPORT ENFORCEMT COLLTN	0	0.00	490,173	12.12	0	0.00	0	0.00
HEALTH INITIATIVES	0	0.00	4,979	0.12	0	0.00	0	0.00
DOSS ADMINISTRATIVE TRUST	0	0.00	33,117	1.10	0	0.00	0	0.00
DOSS EDUCATIONAL IMPROVEMENT	0	0.00	11,610	0.28	0	0.00	0	0.00
BLIND PENSION	0	0.00	7,602	0.25	0	0.00	0	0.00
EARLY CHILDHOOD DEV EDU/CARE	0	0.00	1,343	0.04	0	0.00	0	0.00
TOTAL - PS	0	0.00	9,430,022	212.03	0	0.00	0	0.00
EXPENSE & EQUIPMENT								
GENERAL REVENUE	0	0.00	1,791,087	0.00	0	0.00	0	0.00
TEMP ASSIST NEEDY FAM FEDERAL	0	0.00	2,221,719	0.00	0	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	23,213,228	0.00	0	0.00	0	0.00
THIRD PARTY LIABILITY COLLECT	0	0.00	47,642	0.00	0	0.00	0	0.00
FEDERAL REIMBURSEMENT ALLOWANCE	0	0.00	172	0.00	0	0.00	0	0.00
FAMILY SERVICES DONATIONS	0	0.00	6	0.00	0	0.00	0	0.00
CHILD SUPPORT ENFORCEMT COLLTN	0	0.00	3,013,461	0.00	0	0.00	0	0.00
HEALTH INITIATIVES	0	0.00	67	0.00	0	0.00	0	0.00
DOSS ADMINISTRATIVE TRUST	0	0.00	402,972	0.00	0	0.00	0	0.00
DOSS EDUCATIONAL IMPROVEMENT	0	0.00	129,155	0.00	0	0.00	0	0.00
BLIND PENSION	0	0.00	23,728	0.00	0	0.00	0	0.00
YOUTH SERVICES TREATMENT	0	0.00	1	0.00	0	0.00	0	0.00
TOTAL - EE	0	0.00	30,843,238	0.00	0	0.00	0	0.00
TOTAL	0	0.00	40,273,260	212.03	0	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$40,273,260	212.03	\$0	0.00	\$0	0.00

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# CORE DECISION ITEM

Department: Social Services  
Division: IT Consolidation  
Appropriation: IT Consolidation

Budget Unit Number: 88718C

## 1. CORE FINANCIAL SUMMARY

FY 2007 Budget Request				
	GR	Federal	Other	Total
PS				0
EE				0
PSD				
Total				0
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

FY 2007 Governor's Recommendation				
	GR	Federal	Other	Total
PS				0
EE				0
PSD				
Total				0
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

## 2. CORE DESCRIPTION

Core funds support the state's Information Technology & Services Division (ITSD) responsible for most of the state's information technology needs including the Department of Social Services (DSS) information systems development and maintenance, information technology services, mainframe, network and operations technical support, help desk support and data management. Core funding is transferred to H.B. 5 (Office of Administration).

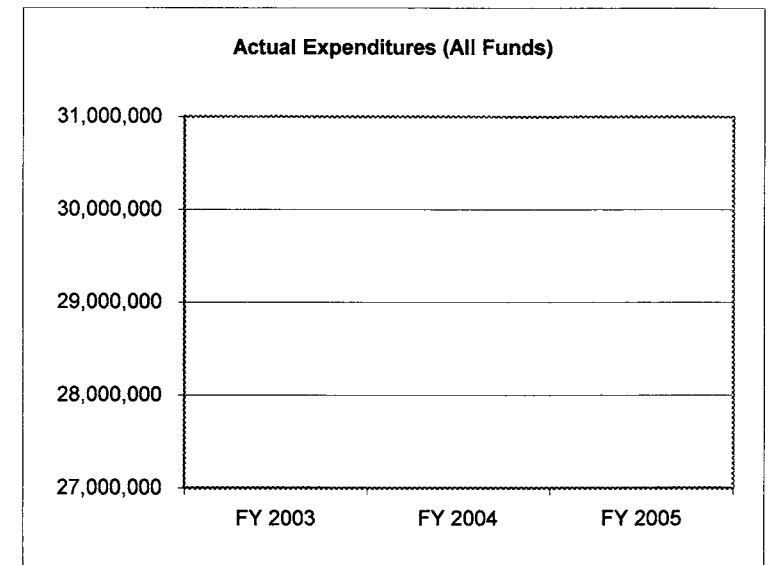
## 3. PROGRAM LISTING (list programs included in this core funding)

Information Services and Technology

# CORE DECISION ITEM

## 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)	0	0	0	40,273,260
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	0	0	0	N/A
Actual Expenditures (All Funds)	0	0	0	N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

New FY2006 Appropriation created by transfer of IT related personal services and expense and equipment funding from other DSS appropriations.

## CORE RECONCILIATION

### DEPARTMENT OF SOCIAL SERVICES IT CONSOLIDATION

#### 5. CORE RECONCILIATION

		Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>								
		PS	212.03	3,272,016	5,599,185	558,821	9,430,022	
		EE	0.00	1,791,087	25,434,947	3,617,204	30,843,238	
		<b>Total</b>	<b>212.03</b>	<b>5,063,103</b>	<b>31,034,132</b>	<b>4,176,025</b>	<b>40,273,260</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>								
Transfer Out	[#1351]	EE	0.00	(37,004)	(21,162)	0	(58,166)	Transfer leased facilities utilities and janitorial to HB 13.
Transfer Out	[#1499]	PS	(210.03)	(3,264,731)	(5,558,579)	(529,612)	(9,352,922)	Transfer to HB 5.
Transfer Out	[#1499]	EE	0.00	(2,016,790)	(25,532,796)	(1,649,900)	(29,199,486)	Transfer to HB 5.
Core Reduction	[#1421]	EE	0.00	0	0	(1,843,278)	(1,843,278)	Core cut empty authority.
Core Reallocation	[#1423]	PS	(2.00)	(28,892)	(40,606)	(7,602)	(77,100)	Transfer PDS position to DYS Administration and blind services position to Blind Administration.
Core Reallocation	[#1491]	EE	0.00	129,009	119,011	9,672	257,692	Transfer in funding for IT related expenditures from DSS cores.
<b>NET DEPARTMENT CHANGES</b>			<b>(212.03)</b>	<b>(5,218,408)</b>	<b>(31,034,132)</b>	<b>(4,020,720)</b>	<b>(40,273,260)</b>	
<b>DEPARTMENT CORE REQUEST</b>								
		PS	0.00	0	0	0	0	
		EE	0.00	0	0	0	0	
		<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>								
		PS	0.00	0	0	0	0	
		EE	0.00	0	0	0	0	
		<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

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## DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>IT CONSOLIDATION</b>								
<b>CORE</b>								
OFFICE SUPPORT ASST (KEYBRD)	0	0.00	19,368	1.00	0	0.00	0	0.00
SR OFC SUPPORT ASST (KEYBRD)	0	0.00	50,448	1.97	0	0.00	0	0.00
DATA CONTROL CLERK I	0	0.00	19,932	1.00	0	0.00	0	0.00
DATA CONTROL CLERK II	0	0.00	27,636	1.00	0	0.00	0	0.00
EDP SCHEDULER	0	0.00	30,840	1.00	0	0.00	0	0.00
COMPUTER SUPPORT SVCS SPV	0	0.00	36,444	1.00	0	0.00	0	0.00
INFORMATION SUPPORT COOR	0	0.00	28,260	1.00	0	0.00	0	0.00
COMPUTER INFO TECHNOLOGIST I	0	0.00	880,935	26.87	0	(0.00)	0	(0.00)
COMPUTER INFO TECHNOLOGIST II	0	0.00	334,476	9.00	0	0.00	0	0.00
COMPUTER INFO TECHNOLOGIST III	0	0.00	3,485,686	80.69	0	(0.00)	0	(0.00)
COMPUTER INFO TECH SUPV I	0	0.00	395,508	8.00	0	(0.00)	0	(0.00)
COMPUTER INFO TECH SUPV II	0	0.00	396,168	7.00	0	0.00	0	0.00
COMPUTER INFO TECH SPEC I	0	0.00	2,194,607	45.00	0	0.00	0	0.00
COMPUTER INFO TECH SPEC II	0	0.00	970,452	17.00	0	0.00	0	0.00
COMPUTER INFO TECH SPEC III	0	0.00	62,112	1.00	0	0.00	0	0.00
COMP INFO TECHNOLOGY MGR II	0	0.00	69,144	1.00	0	0.00	0	0.00
COMP INFO TECHNOLOGY MGR I	0	0.00	64,836	1.00	0	0.00	0	0.00
PROCUREMENT OFCR I	0	0.00	42,756	1.00	0	0.00	0	0.00
ACCOUNTANT II	0	0.00	38,532	1.00	0	0.00	0	0.00
TRAINING TECH III	0	0.00	20,838	0.50	0	0.00	0	0.00
PERSONNEL CLERK	0	0.00	28,260	1.00	0	0.00	0	0.00
DIVISION DIRECTOR	0	0.00	70,144	1.00	0	0.00	0	0.00
DEPUTY DIVISION DIRECTOR	0	0.00	64,200	1.00	0	0.00	0	0.00
DATA PROCESSOR PROFESSIONAL	0	0.00	58,528	1.00	0	0.00	0	0.00
SPECIAL ASST TECHNICIAN	0	0.00	39,912	1.00	0	0.00	0	0.00
<b>TOTAL - PS</b>	<b>0</b>	<b>0.00</b>	<b>9,430,022</b>	<b>212.03</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
TRAVEL, IN-STATE	0	0.00	60,000	0.00	0	0.00	0	0.00
TRAVEL, OUT-OF-STATE	0	0.00	5,000	0.00	0	0.00	0	0.00
FUEL & UTILITIES	0	0.00	32,086	0.00	0	0.00	0	0.00
SUPPLIES	0	0.00	200,000	0.00	0	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	0	0.00	50,000	0.00	0	0.00	0	0.00
COMMUNICATION SERV & SUPP	0	0.00	2,869,690	0.00	0	0.00	0	0.00

# FY07 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
IT CONSOLIDATION								
CORE								
PROFESSIONAL SERVICES	0	0.00	19,392,224	0.00	0	0.00	0	0.00
JANITORIAL SERVICES	0	0.00	18,000	0.00	0	0.00	0	0.00
M&R SERVICES	0	0.00	700,000	0.00	0	0.00	0	0.00
COMPUTER EQUIPMENT	0	0.00	7,262,837	0.00	0	0.00	0	0.00
MOTORIZED EQUIPMENT	0	0.00	8,691	0.00	0	0.00	0	0.00
OFFICE EQUIPMENT	0	0.00	48,109	0.00	0	0.00	0	0.00
OTHER EQUIPMENT	0	0.00	25,217	0.00	0	0.00	0	0.00
REAL PROPERTY RENTALS & LEASES	0	0.00	17,100	0.00	0	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	152,000	0.00	0	0.00	0	0.00
MISCELLANEOUS EXPENSES	0	0.00	2,284	0.00	0	0.00	0	0.00
TOTAL - EE	0	0.00	30,843,238	0.00	0	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$40,273,260	212.03	\$0	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$5,063,103	67.76	\$0	(0.00)		(0.00)
FEDERAL FUNDS	\$0	0.00	\$31,034,132	130.08	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$4,176,025	14.19	\$0	0.00		0.00



## PROGRAM DESCRIPTION

**Department:** Social Services

**Program Name:** IT Consolidation

**Program is found in the following core budget(s):** IT Consolidation

### 1. What does this program do?

*PROGRAM SYNOPSIS: The state's Information Technology Services Division (ITSD) provides IT services in support of all programs administered by DSS. ITSD is responsible for systems development and maintenance, technical/help desk support, data center processing, statewide network communications and PC/LAN installation and configuration services.*

The Information Technology Services Division provides comprehensive information technology services to all DSS divisions. This involves development, operation and coordination of the department's computer systems and telecommunications network. Services include multiple computing platforms, hardware, software, data integrity, security, service contracts, development and maintenance for all divisions of the department. The division manages projects, communicates with customers, implements computer solutions and innovations that result in efficient and effective results using the latest technology.

Major computer systems supported are Missouri Automated Child Support System (MACSS), Family Assistance Management Information System (FAMIS) - integrated client eligibility system for Food Stamps, Child Care and Income Maintenance, Electronic Benefits Transfer (EBT) and DCN (customer numbering system used by several departments). In the development stages are the Family and Children's Electronic System (FACES) which is the State Automated Child Welfare Information System (SACWIS) and adding Medicaid to the integrated client eligibility system FAMIS. There are 22,610 modules in 40 computer systems that have been developed and require maintenance.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 660.010

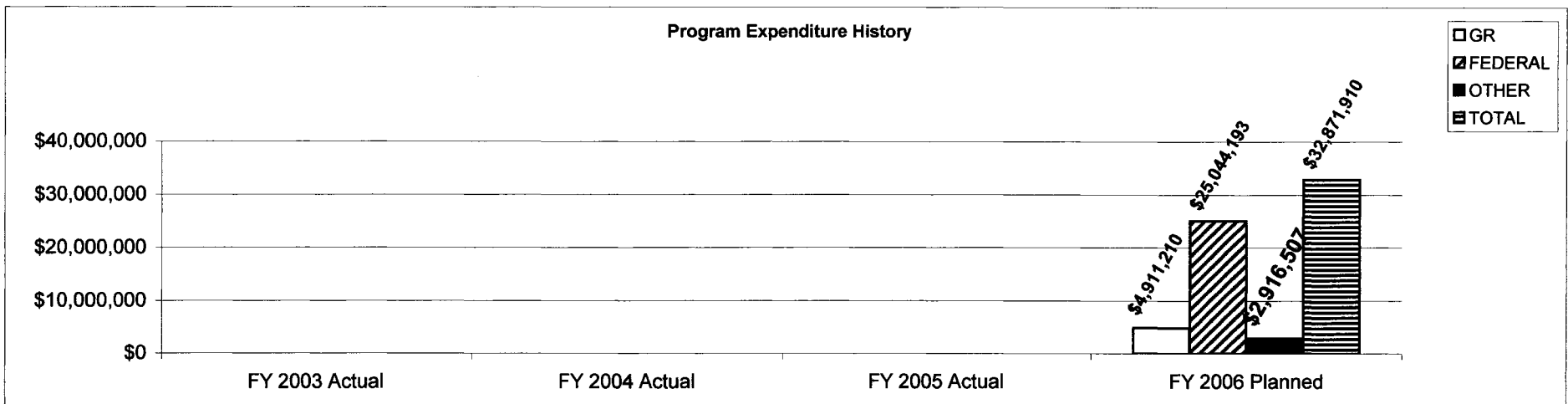
### 3. Are there federal matching requirements? If yes, please explain.

Federal matching requirements depend on which program ITSD is supporting.

### 4. Is this a federally mandated program? If yes, please explain.

Yes, when ITSD provides technical support for programs that are federally mandated. Those programs include Food Stamps, Child Support, Child Welfare reporting (IV-E), Medicaid (MMIS Support), Medicaid eligibility, TANF eligibility and payments and TANF program reporting. A complete list of federal mandates can be found with each program description in the Divisions that administer the above listed programs.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



In FY2006 IT related personal services and expense and equipment funding were transferred from various DSS appropriations to IT Consolidation. Most prior year IT expenditures were incurred in the Information Services and Technology Division.

**6. What are the sources of the "Other " funds?**

Child Support Enforcement Collections Fund (0169), Administrative Trust Fund (0545), Education Improvement Fund (0620), Third Party Liability Collections Fund (0120), Health Initiatives Fund (0225), Blind Pension Fund (0621), Early Childhood Development, Education and Care Fund (0859), Federal Reimbursement Allowance (0142), Family Services Donation (0167), and Youth Services Treatment Fund (0843).

**7a. Provide an effectiveness measure.**

SFY	Paper Report Conversions		Successful Batch Runs	
	Actual	Projected	Actual	Projected
2003	N/A	N/A	N/A	N/A
2004	223	225	99%	95%
2005	611	400	99%	95%
2006		850		95%
2007		1,000		95%
2008		1,150		95%



**7b. Provide an efficiency measure.**

SFY	Percent of Time Applications are Available to Program Staff Between 7:00 am and 6:00 pm	
	Actual	Projected
2003	99.4%	99.8%
2004	99.3%	99.8%
2005	99.8%	99.8%
2006		99.8%
2007		99.8%
2008		

**7c. Provide the number of clients/individuals served, if applicable.**

SFY	Average # of Web Site Internet (Public) DSS per quarter		Average # of Web Site Intranet (Private) DSS per quarter	
	Actual	Projected	Actual	Projected
2003	N/A	N/A	N/A	N/A
2004	694,000	778,000	776,567	900,000
2005	943,182	847,500	1,080,056	1,000,000
2006		1,178,000		1,250,000
2007		1,472,000		1,562,000
2008		1,840,000		1,952,000

**7d. Provide a customer satisfaction measure, if available.**

SFY	Disbursements Completed Correctly	
	Actual	Projected
2003	N/A	N/A
2004	100%	99.8%
2005	100%	99.8%
2006		99.8%
2007		99.8%
2008		99.8%



# FY07 Department of Social Services Report #9

## DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>FEDERAL GRANTS &amp; DONATIONS</b>								
<b>CORE</b>								
<b>PERSONAL SERVICES</b>								
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	1	0.00	1	0.00	1	0.00
FAMILY SERVICES DONATIONS	0	0.00	1	0.00	1	0.00	1	0.00
YOUTH SERVICES TREATMENT	0	0.00	1	0.00	1	0.00	1	0.00
TOTAL - PS	0	0.00	3	0.00	3	0.00	3	0.00
<b>EXPENSE &amp; EQUIPMENT</b>								
DEPT OF SOC SERV FEDERAL & OTH	2,770,484	0.00	2,015,100	0.00	2,788,002	0.00	2,788,002	0.00
FAMILY SERVICES DONATIONS	0	0.00	212	0.00	13	0.00	13	0.00
YOUTH SERVICES TREATMENT	0	0.00	13	0.00	13	0.00	13	0.00
TOTAL - EE	2,770,484	0.00	2,015,325	0.00	2,788,028	0.00	2,788,028	0.00
<b>PROGRAM-SPECIFIC</b>								
DEPT OF SOC SERV FEDERAL & OTH	7,790,817	0.00	9,964,859	0.00	9,191,957	0.00	9,191,957	0.00
FAMILY SERVICES DONATIONS	0	0.00	23,786	0.00	23,985	0.00	23,985	0.00
YOUTH SERVICES TREATMENT	0	0.00	985	0.00	985	0.00	985	0.00
TOTAL - PD	7,790,817	0.00	9,989,630	0.00	9,216,927	0.00	9,216,927	0.00
<b>TOTAL</b>	<b>10,561,301</b>	<b>0.00</b>	<b>12,004,958</b>	<b>0.00</b>	<b>12,004,958</b>	<b>0.00</b>	<b>12,004,958</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$10,561,301</b>	<b>0.00</b>	<b>\$12,004,958</b>	<b>0.00</b>	<b>\$12,004,958</b>	<b>0.00</b>	<b>\$12,004,958</b>	<b>0.00</b>

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# CORE DECISION ITEM

Department: Social Services  
Division: Office of the Director  
Appropriation: Federal Grants and Donations

Budget Unit Number: 88722C

## 1. CORE FINANCIAL SUMMARY

FY 2007 Budget Request					FY 2007 Governor's Recommendation			
GR	Federal	Other	Total		GR	Federal	Other	Total
PS	1	2	3	PS		1	2	3
EE	2,788,002	26	2,788,028	EE		2,788,002	26	2,788,028
PSD	9,191,957	24,970	9,216,927	PSD		9,191,957	24,970	9,216,927
Total	11,979,960	24,998	12,004,958	E Total		11,979,960	24,998	12,004,958 E
FTE			0.00	FTE				0.00

<b>Est. Fringe</b>	0	0	1	1
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Family Services Donation (0167)  
Youth Services Treatment (0843)

Note: An "E" is requested for Federal Funds.

<b>Est. Fringe</b>	0	0	1	1
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Family Services Donation (0167)  
Youth Services Treatment (0843)

Note: An "E" is requested for Federal Funds.

## 2. CORE DESCRIPTION

Core budget to receive and spend time limited grants or donations from federal, state or private sources.

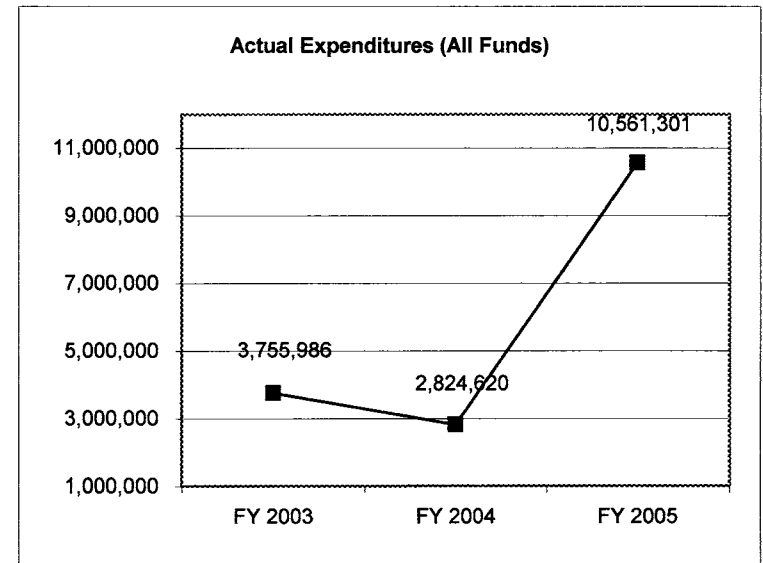
## 3. PROGRAM LISTING (list programs included in this core funding)

Federal Grants & Donations

# CORE DECISION ITEM

## 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)	12,430,000	12,429,000	12,124,960	12,004,958
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)	12,430,000	12,429,000	12,124,960	N/A
Actual Expenditures (All Funds)	3,755,986	2,824,620	10,561,301	N/A
Unexpended (All Funds)	8,674,014	9,604,380	1,563,659	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	8,649,264	9,579,380	1,538,359	N/A
Other	24,750	25,000	25,000	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

The level of federal expenditures is based on the availability of additional federal funding. FY2005 expenditures include \$7.3 million of child care expenditures that were paid with TANF High Performance Bonus funding.

**CORE RECONCILIATION**

**DEPARTMENT OF SOCIAL SERVICES**  
**FEDERAL GRANTS & DONATIONS**

**5. CORE RECONCILIATION**

		<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>								
		PS	0.00	0	1	2	3	
		EE	0.00	0	2,015,100	225	2,015,325	
		PD	0.00	0	9,964,859	24,771	9,989,630	
		<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>11,979,960</b>	<b>24,998</b>	<b>12,004,958</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>								
Core Reallocation	[#519]	EE	0.00	0	772,902	(199)	772,703	
Core Reallocation	[#519]	PD	0.00	0	(772,902)	199	(772,703)	
<b>NET DEPARTMENT CHANGES</b>			<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>DEPARTMENT CORE REQUEST</b>								
		PS	0.00	0	1	2	3	
		EE	0.00	0	2,788,002	26	2,788,028	
		PD	0.00	0	9,191,957	24,970	9,216,927	
		<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>11,979,960</b>	<b>24,998</b>	<b>12,004,958</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>								
		PS	0.00	0	1	2	3	
		EE	0.00	0	2,788,002	26	2,788,028	
		PD	0.00	0	9,191,957	24,970	9,216,927	
		<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>11,979,960</b>	<b>24,998</b>	<b>12,004,958</b>	

# FY07 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>FEDERAL GRANTS &amp; DONATIONS</b>								
<b>CORE</b>								
OTHER	0	0.00	3	0.00	3	0.00	3	0.00
TOTAL - PS	0	0.00	3	0.00	3	0.00	3	0.00
TRAVEL, IN-STATE	27,663	0.00	30,002	0.00	30,002	0.00	30,002	0.00
TRAVEL, OUT-OF-STATE	25,825	0.00	30,002	0.00	30,002	0.00	30,002	0.00
SUPPLIES	359,526	0.00	165,002	0.00	360,002	0.00	360,002	0.00
PROFESSIONAL DEVELOPMENT	51,365	0.00	115,002	0.00	83,002	0.00	83,002	0.00
COMMUNICATION SERV & SUPP	26,483	0.00	50,002	0.00	27,002	0.00	27,002	0.00
PROFESSIONAL SERVICES	1,817,418	0.00	1,000,002	0.00	1,820,002	0.00	1,820,002	0.00
M&R SERVICES	13,391	0.00	9,002	0.00	14,002	0.00	14,002	0.00
COMPUTER EQUIPMENT	53,293	0.00	0	0.00	0	0.00	0	0.00
MOTORIZED EQUIPMENT	281,678	0.00	500,000	0.00	300,000	0.00	300,000	0.00
OFFICE EQUIPMENT	1,368	0.00	7,502	0.00	4,502	0.00	4,502	0.00
OTHER EQUIPMENT	67,765	0.00	66,002	0.00	68,002	0.00	68,002	0.00
PROPERTY & IMPROVEMENTS	0	0.00	15,002	0.00	7,502	0.00	7,502	0.00
REAL PROPERTY RENTALS & LEASES	4,728	0.00	2,502	0.00	3,502	0.00	3,502	0.00
EQUIPMENT RENTALS & LEASES	2,246	0.00	102	0.00	2,502	0.00	2,502	0.00
MISCELLANEOUS EXPENSES	37,735	0.00	25,201	0.00	38,004	0.00	38,004	0.00
TOTAL - EE	2,770,484	0.00	2,015,325	0.00	2,788,028	0.00	2,788,028	0.00
PROGRAM DISTRIBUTIONS	7,790,817	0.00	9,989,630	0.00	9,216,927	0.00	9,216,927	0.00
TOTAL - PD	7,790,817	0.00	9,989,630	0.00	9,216,927	0.00	9,216,927	0.00
<b>GRAND TOTAL</b>	<b>\$10,561,301</b>	<b>0.00</b>	<b>\$12,004,958</b>	<b>0.00</b>	<b>\$12,004,958</b>	<b>0.00</b>	<b>\$12,004,958</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$10,561,301	0.00	\$11,979,960	0.00	\$11,979,960	0.00	\$11,979,960	0.00
OTHER FUNDS	\$0	0.00	\$24,998	0.00	\$24,998	0.00	\$24,998	0.00

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Federal Grants and Donations**

**Program is found in the following core budget(s): Federal Grants and Donations**

### 1. What does this program do?

*PROGRAM SYNOPSIS: This appropriation provides a mechanism for the Department to receive and expend grants or donations from federal, state or private sources.*

This appropriation provides the Department with a centralized administrative mechanism to receive and expend new grants as they become available during the fiscal year. The Division of Budget and Finance coordinates the use of this authority for the Department as divisions pursue sources other than General Revenue for funding. New funding sources and new grants provide opportunities to sustain the level of service delivery and fund program development that will better serve Missourians. Without this appropriation, the department would be forced to delay use of new grants and donations until emergency or supplemental appropriations are approved.

The department uses this flexible appropriation language to spend miscellaneous grants and donations that are received through the fiscal year. The flexible language provides the opportunity to capitalize on changes in federal fiscal policy should it result in new private or federal grants not presently available or foreseen. This appropriation is primarily used for one-time and/or time-limited federal grants and may support a wide variety of expenditures, including staff if called on or required, for effective administration of the grant or donation.

Multiple year grants that are first spent through this appropriation are transferred to the grantee Division's budget through the appropriation process when it is anticipated that funding will continue for years after it is first received. Exceptions to this rule are made in those cases when the department is acting in an administrative capacity.

Grants awarded that will utilize this appropriation to expend funds during FY07 are as follows:

Adoption Incentive Grant  
Head Start Innovation and Improvement Grant  
School Violence Hotline  
Education and Training Vouchers  
STAT - Cheshire Cat  
Real Choice Systems Change Grant  
Youth Services Donations

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Section 660 RSMo.



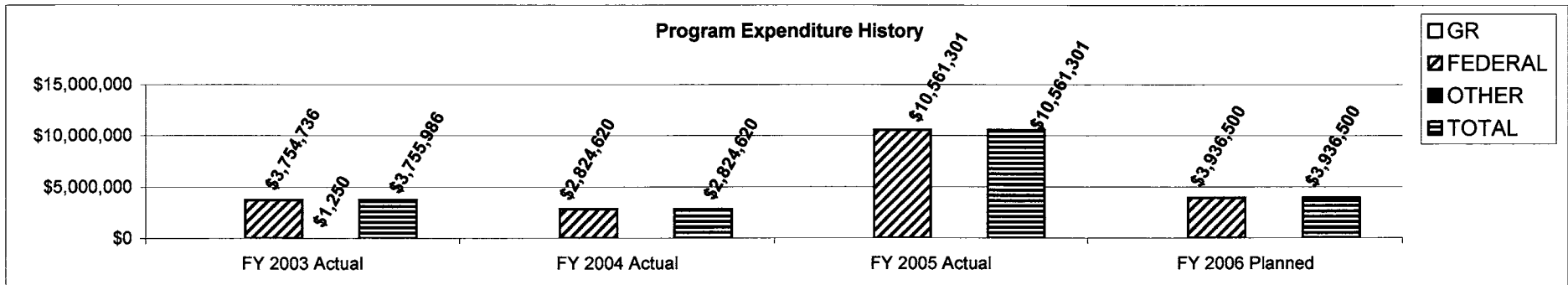
**3. Are there federal matching requirements? If yes, please explain.**

Some federal grants require a state match. State matches are paid from the grantee Division's budget. The percentage of required state match depends on the grant.

**4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

Family Services Donation (0167) and Youth Services Treatment (0843).

**7a. Provide an effectiveness measure.**

Effectiveness is measured in the division or program using the funds.

**7b. Provide an efficiency measure.**

Efficiency is measured in the division or program using the funds.

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**



# **FY07 Department of Social Services Report #9**

## **DECISION ITEM SUMMARY**

Budget Unit								
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>MAINTENANCE &amp; REPAIR</b>								
<b>CORE</b>								
<b>EXPENSE &amp; EQUIPMENT</b>								
DEPT OF SOC SERV FEDERAL & OTH	130,166	0.00	148,381	0.00	148,381	0.00	148,381	0.00
FACILITIES MAINTENANCE RESERVE	108,826	0.00	109,502	0.00	109,502	0.00	109,502	0.00
TOTAL - EE	238,992	0.00	257,883	0.00	257,883	0.00	257,883	0.00
<b>TOTAL</b>	<b>238,992</b>	<b>0.00</b>	<b>257,883</b>	<b>0.00</b>	<b>257,883</b>	<b>0.00</b>	<b>257,883</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$238,992</b>	<b>0.00</b>	<b>\$257,883</b>	<b>0.00</b>	<b>\$257,883</b>	<b>0.00</b>	<b>\$257,883</b>	<b>0.00</b>

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# CORE DECISION ITEM

Department: Social Services  
Division: Office of Director  
Appropriation: Maintenance and Repair

Budget Unit Number: 88740C

## 1. CORE FINANCIAL SUMMARY

FY 2007 Budget Request				
	GR	Federal	Other	Total
PS				
EE		148,381	109,502	257,883
PSD				
Total		148,381	109,502	257,883
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Facilities Maintenance Reserve Fund (0124)

FY 2007 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE		148,381	109,502	257,883
PSD				
Total		148,381	109,502	257,883
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Facilities Maintenance Reserve Fund (0124)

## 2. CORE DESCRIPTION

Core budget for operational maintenance and repair of Division of Youth Services' facilities and Prince Hall.

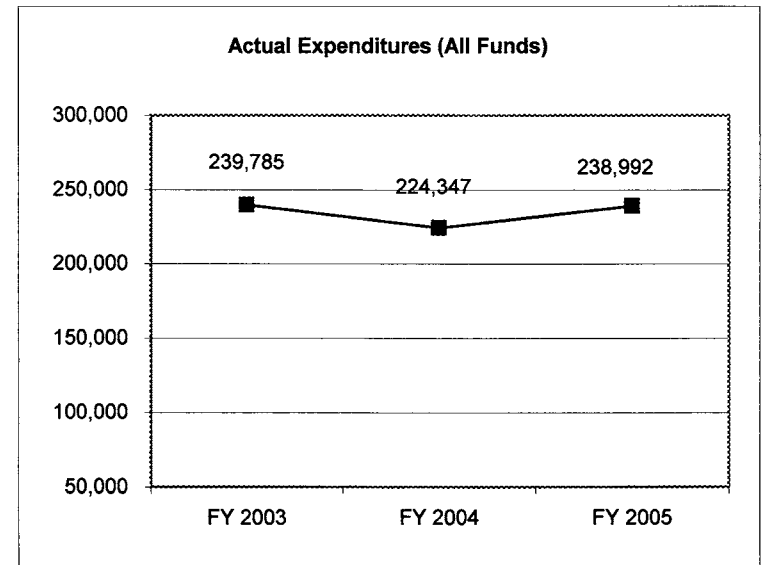
## 3. PROGRAM LISTING (list programs included in this core funding)

Maintenance and Repair

# CORE DECISION ITEM

## 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)	257,883	257,883	257,883	257,883
Less Reverted (All Funds)	(7,000)			N/A
Budget Authority (All Funds)	250,883	257,883	257,883	N/A
Actual Expenditures (All Funds)	239,785	224,347	238,992	N/A
Unexpended (All Funds)	11,098	33,536	18,891	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	3,476	17,070	18,215	N/A
Other	7,622	16,466	676	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

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**CORE RECONCILIATION**

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**DEPARTMENT OF SOCIAL SERVICES**

**MAINTENANCE & REPAIR**

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**5. CORE RECONCILIATION**

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	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	EE	0.00	0	148,381	109,502	257,883	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>148,381</b>	<b>109,502</b>	<b>257,883</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	148,381	109,502	257,883	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>148,381</b>	<b>109,502</b>	<b>257,883</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	148,381	109,502	257,883	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>148,381</b>	<b>109,502</b>	<b>257,883</b>	

# FY07 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>MAINTENANCE &amp; REPAIR</b>								
<b>CORE</b>								
FUEL & UTILITIES	0	0.00	100	0.00	100	0.00	100	0.00
SUPPLIES	53,301	0.00	29,819	0.00	55,931	0.00	55,931	0.00
COMMUNICATION SERV & SUPP	0	0.00	100	0.00	100	0.00	100	0.00
PROFESSIONAL SERVICES	828	0.00	1,500	0.00	1,500	0.00	1,500	0.00
JANITORIAL SERVICES	10,814	0.00	3,500	0.00	3,500	0.00	3,500	0.00
M&R SERVICES	12,441	0.00	41,075	0.00	13,696	0.00	13,696	0.00
MOTORIZED EQUIPMENT	0	0.00	100	0.00	100	0.00	100	0.00
OTHER EQUIPMENT	24,395	0.00	43,964	0.00	27,542	0.00	27,542	0.00
PROPERTY & IMPROVEMENTS	136,386	0.00	136,963	0.00	154,414	0.00	154,414	0.00
EQUIPMENT RENTALS & LEASES	827	0.00	662	0.00	900	0.00	900	0.00
MISCELLANEOUS EXPENSES	0	0.00	100	0.00	100	0.00	100	0.00
TOTAL - EE	238,992	0.00	257,883	0.00	257,883	0.00	257,883	0.00
<b>GRAND TOTAL</b>	<b>\$238,992</b>	<b>0.00</b>	<b>\$257,883</b>	<b>0.00</b>	<b>\$257,883</b>	<b>0.00</b>	<b>\$257,883</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$130,166	0.00	\$148,381	0.00	\$148,381	0.00	\$148,381	0.00
OTHER FUNDS	\$108,826	0.00	\$109,502	0.00	\$109,502	0.00	\$109,502	0.00

## PROGRAM DESCRIPTION

Department: Social Services

Program Name: Maintenance and Repair

Program is found in the following core budget(s): Maintenance and Repair

### 1. What does this program do?

Provides for the maintenance and repair of 25 Division of Youth Services facilities and the Prince Hall Family Support Center.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 660.010

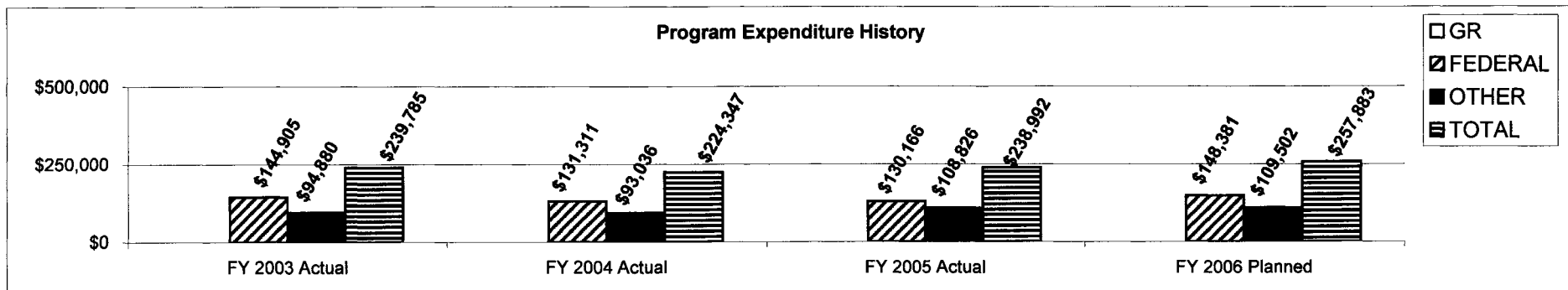
### 3. Are there federal matching requirements? If yes, please explain.

This program does not have a federal matching requirement. However, Youth Services facility program expenditures are used as state maintenance of effort (MOE) to earn Social Services Block Grant (SSBG), and Prince Hall expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

### 4. Is this a federally mandated program? If yes, please explain.

No.

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.





**6. What are the sources of the "Other " funds?**

Facilities Maintenance Reserve Fund (0124).

**7a. Provide an effectiveness measure.**

Maintenance and Repair initiatives help to support program division measures.

**7b. Provide an efficiency measure.**

Maintenance and Repair initiatives help to support program division measures.

**7c. Provide the number of clients/individuals served, if applicable.**

**7d. Provide a customer satisfaction measure, if available.**



# FY07 Department of Social Services Report #9

## DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>HUMAN RESOURCE CENTER</b>								
<b>CORE</b>								
PERSONAL SERVICES								
GENERAL REVENUE	275,149	6.47	311,522	8.89	312,792	8.30	312,792	8.30
DEPT OF SOC SERV FEDERAL & OTH	149,666	3.60	190,145	5.63	190,145	5.22	190,145	5.22
TOTAL - PS	424,815	10.07	501,667	14.52	502,937	13.52	502,937	13.52
EXPENSE & EQUIPMENT								
GENERAL REVENUE	25,717	0.00	24,905	0.00	24,692	0.00	24,692	0.00
DEPT OF SOC SERV FEDERAL & OTH	30,037	0.00	36,985	0.00	36,985	0.00	36,985	0.00
TOTAL - EE	55,754	0.00	61,890	0.00	61,677	0.00	61,677	0.00
<b>TOTAL</b>	<b>480,569</b>	<b>10.07</b>	<b>563,557</b>	<b>14.52</b>	<b>564,614</b>	<b>13.52</b>	<b>564,614</b>	<b>13.52</b>
<b>GENERAL STRUCTURE ADJUSTMENT - 0000012</b>								
PERSONAL SERVICES								
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	20,119	0.00
TOTAL - PS	0	0.00	0	0.00	0	0.00	20,119	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>20,119</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$480,569</b>	<b>10.07</b>	<b>\$563,557</b>	<b>14.52</b>	<b>\$564,614</b>	<b>13.52</b>	<b>\$584,733</b>	<b>13.52</b>

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# CORE DECISION ITEM

Department: Social Services  
Division: Office of Director  
Appropriation: Human Resource Center

Budget Unit Number: 88742C

## 1. CORE FINANCIAL SUMMARY

FY 2007 Budget Request				
	GR	Federal	Other	Total
PS	312,792	190,145		502,937
EE	24,692	36,985		61,677
PSD				
Total	337,484	227,130		564,614
FTE	8.30	5.22		13.52

<b>Est. Fringe</b>	152,924	92,962	0	245,886
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

FY 2007 Governor's Recommendation				
	GR	Federal	Other	Total
PS	312,792	190,145		502,937
EE	24,692	36,985		61,677
PSD				
Total	337,484	227,130		564,614
FTE	8.30	5.22		13.52

<b>Est. Fringe</b>	152,924	92,962	0	245,886
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

This appropriation provides core funding for the Human Resource Center (HRC). HRC is charged by the Department of Social Services (DSS) to plan, develop and implement a statewide human resource program giving direction and coordination to all divisions within the department.

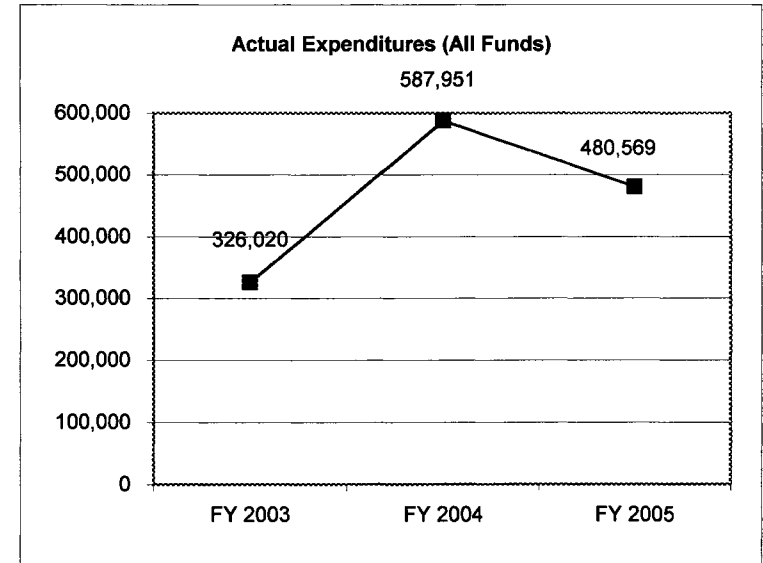
## 3. PROGRAM LISTING (list programs included in this core funding)

Human Resource Center

# CORE DECISION ITEM

## 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)	353,759	602,671	605,335	563,557
Less Reverted (All Funds)	(25,679)	(982)	(33,605)	N/A
Budget Authority (All Funds)	328,080	601,689	571,730	N/A
Actual Expenditures (All Funds)	326,020	587,951	480,569	N/A
Unexpended (All Funds)	2,060	13,738	91,161	N/A
Unexpended, by Fund:				
General Revenue	1,551	6,371	39,630	N/A
Federal	509	7,367	51,531	N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

FY2005 -- \$43,000 federal fund agency reserve for authority in excess of cash.

**CORE RECONCILIATION**

**DEPARTMENT OF SOCIAL SERVICES**  
**HUMAN RESOURCE CENTER**

**5. CORE RECONCILIATION**

		<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>								
		PS	14.52	311,522	190,145	0	501,667	
		EE	0.00	24,905	36,985	0	61,890	
		<b>Total</b>	<b>14.52</b>	<b>336,427</b>	<b>227,130</b>	<b>0</b>	<b>563,557</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>								
Core Reduction	[#887]	PS	(1.00)	0	0	0	0	Core cut empty FTE authority.
Core Reallocation	[#918]	PS	0.00	1,270	0	0	1,270	Transfer in from DSS Overtime due to changes in SB 367 (FY 2005).
Core Reallocation	[#1412]	EE	0.00	(213)	0	0	(213)	Transfer funding for IT related expenditures to IT Consolidation.
<b>NET DEPARTMENT CHANGES</b>			<b>(1.00)</b>	<b>1,057</b>	<b>0</b>	<b>0</b>	<b>1,057</b>	
<b>DEPARTMENT CORE REQUEST</b>								
		PS	13.52	312,792	190,145	0	502,937	
		EE	0.00	24,692	36,985	0	61,677	
		<b>Total</b>	<b>13.52</b>	<b>337,484</b>	<b>227,130</b>	<b>0</b>	<b>564,614</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>								
		PS	13.52	312,792	190,145	0	502,937	
		EE	0.00	24,692	36,985	0	61,677	
		<b>Total</b>	<b>13.52</b>	<b>337,484</b>	<b>227,130</b>	<b>0</b>	<b>564,614</b>	

# FLEXIBILITY REQUEST FORM

<b>BUDGET UNIT NUMBER:</b> 88742C	<b>DEPARTMENT:</b> Social Services
<b>BUDGET UNIT NAME:</b> Human Resource Center	<b>DIVISION:</b> Office of Director

**1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.**

DEPARTMENT REQUEST					GOVERNOR RECOMMENDATION				
Section	PS or E&E	Core	% Flex Requested	Flex Request Amount	Section	PS or E&E	Core	% Flex Gov Rec	Flex Gov Rec Amount
	PS	\$502,937	20%	\$100,587		PS	\$502,937	20%	\$100,587
	E&E	\$61,677	20%	\$12,335		E&E	\$61,677	20%	\$12,335
<i>Total Request</i>		\$564,614	20%	\$112,922	<i>Total Gov. Rec.</i>		\$564,614	20%	\$112,922

Flexibility allows the Human Resource Center (HRC) to effectively manage. To best meet training timeframes, secure expertise and ensure program divisions' are served in the most appropriate and timely manner, HRC must decide whether goals can be achieved by utilizing current training staff or consider the need for outside experts in the various areas that training is provided. Appropriation flexibility allows latitude in making these decisions.

**2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.**

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	H.B. 11 language allows for up to 20% flexibility for all funds between personal services and expense and equipment.	20% flexibility is being requested in all funds.

**3. Was flexibility approved in the Prior Year Budget or the Current Year Budget? If so, how was the flexibility used during those years?**

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
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10% flexibility granted for GR appropriations only, funds were not utilized.

Flexibility will assist in managing funds due to recent core reductions. Uses will be determined on an "as needed" basis.

# FY07 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>HUMAN RESOURCE CENTER</b>								
<b>CORE</b>								
ADMIN OFFICE SUPPORT ASSISTANT	24,963	0.87	27,041	1.00	26,328	1.00	26,328	1.00
OFFICE SUPPORT ASST (KEYBRD)	0	0.00	0	0.00	34,291	1.52	34,291	1.52
SR OFC SUPPORT ASST (KEYBRD)	6,253	0.27	23,736	1.00	22,272	1.00	22,272	1.00
PERSONNEL OFCR I	232	0.00	0	0.00	0	0.00	0	0.00
PERSONNEL OFCR II	6,372	0.12	0	0.00	0	0.00	0	0.00
HUMAN RELATIONS OFCR I	83,164	2.35	115,870	6.37	68,602	3.00	68,602	3.00
HUMAN RELATIONS OFCR II	18,001	0.43	41,676	1.00	43,584	1.00	43,584	1.00
PERSONNEL ANAL II	69,736	2.03	68,832	2.00	68,832	2.00	68,832	2.00
TRAINING TECH II	413	0.01	0	0.00	0	0.00	0	0.00
HUMAN RESOURCES MGR B2	35,117	0.63	76,698	1.00	55,848	1.00	55,848	1.00
HUMAN RESOURCES MGR B3	63,346	1.00	63,396	1.00	63,396	1.00	63,396	1.00
DESIGNATED PRINCIPAL ASST DEPT	37,736	0.53	71,172	1.00	74,400	1.00	74,400	1.00
LEGAL COUNSEL	39,479	0.79	0	0.00	45,384	1.00	45,384	1.00
CLERK	9,237	0.48	0	0.00	0	0.00	0	0.00
MISCELLANEOUS TECHNICAL	7,380	0.17	0	0.00	0	0.00	0	0.00
MISCELLANEOUS PROFESSIONAL	14,569	0.26	0	0.00	0	0.00	0	0.00
SPECIAL ASST PROFESSIONAL	8,797	0.13	13,246	0.15	0	0.00	0	0.00
SPECIAL ASST OFFICE & CLERICAL	20	0.00	0	0.00	0	0.00	0	0.00
<b>TOTAL - PS</b>	<b>424,815</b>	<b>10.07</b>	<b>501,667</b>	<b>14.52</b>	<b>502,937</b>	<b>13.52</b>	<b>502,937</b>	<b>13.52</b>
TRAVEL, IN-STATE	3,453	0.00	9,016	0.00	8,790	0.00	8,790	0.00
TRAVEL, OUT-OF-STATE	237	0.00	0	0.00	100	0.00	100	0.00
SUPPLIES	14,459	0.00	16,450	0.00	16,450	0.00	16,450	0.00
PROFESSIONAL DEVELOPMENT	1,865	0.00	6,363	0.00	3,020	0.00	3,020	0.00
COMMUNICATION SERV & SUPP	11,486	0.00	10,517	0.00	11,787	0.00	11,787	0.00
PROFESSIONAL SERVICES	4,608	0.00	2,557	0.00	4,000	0.00	4,000	0.00
JANITORIAL SERVICES	7	0.00	0	0.00	50	0.00	50	0.00
M&R SERVICES	6,777	0.00	4,257	0.00	6,850	0.00	6,850	0.00
COMPUTER EQUIPMENT	5,378	0.00	0	0.00	0	0.00	0	0.00
OFFICE EQUIPMENT	6,880	0.00	3,207	0.00	3,207	0.00	3,207	0.00
OTHER EQUIPMENT	413	0.00	8,373	0.00	6,873	0.00	6,873	0.00
REAL PROPERTY RENTALS & LEASES	0	0.00	350	0.00	300	0.00	300	0.00
EQUIPMENT RENTALS & LEASES	185	0.00	300	0.00	200	0.00	200	0.00



# FY07 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
HUMAN RESOURCE CENTER								
CORE								
MISCELLANEOUS EXPENSES	6	0.00	500	0.00	50	0.00	50	0.00
TOTAL - EE	55,754	0.00	61,890	0.00	61,677	0.00	61,677	0.00
GRAND TOTAL	\$480,569	10.07	\$563,557	14.52	\$564,614	13.52	\$564,614	13.52
GENERAL REVENUE	\$300,866	6.47	\$336,427	8.89	\$337,484	8.30	\$337,484	8.30
FEDERAL FUNDS	\$179,703	3.60	\$227,130	5.63	\$227,130	5.22	\$227,130	5.22
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Human Resource Center**

**Program is found in the following core budget(s): Human Resource Center**

### 1. What does this program do?

*PROGRAM SYNOPSIS: The Human Resource Center plans, develops and implements statewide human resource programs; giving direction and coordination to all divisions in the Department of Social Services.*

The quality and level of services provided to the public through Department of Social Services (DSS) programs are directly affected by the performance of each division's employees. Therefore, the service and support functions provided by the Human Resource Center (HRC) are necessary to maintain a qualified and productive workforce. HRC's mission is to serve the divisions in a timely and responsible manner through training, guidance, and assistance, thus contributing to the retention of a productive and harmonious workforce. In its seven divisions, DSS employs approximately 8,500 staff.

To assist the divisions in meeting their programmatic goals, HRC provides training, interpretive and technical assistance to staff ensuring personnel decisions are made and actions are taken within relevant guidelines including merit system rules and regulations, state and federal employment laws, state and federal civil rights laws, and administrative policies and procedures.

HRC uses its resources to:

- develop and implement administrative policies that are legally sound and support the work of DSS;
- provide advice, training, and consultation to staff to assure consistency among divisions and fair and equitable treatment of employees;
- maintain a high standard of case preparation and presentation of employee disciplinary actions before the Personnel Advisory Board;
- provide effective representation of the department before administrative bodies and court tribunals on personnel related issues;
- develop curriculum, training schedules and provide training to employees in the prevention of sexual harassment, unlawful discrimination, labor relations, customer service, employee management and professional development;
- investigate allegations of unlawful discrimination and sexual harassment of employees and clients of the Department of Social Services;
- assist/coordinate workplace accommodations to employees pursuant to the Americans with Disabilities Act and departmental policies;
- provide technical assistance regarding civil rights, employment law and human resource issues to department and division personnel;
- act as liaison for civil rights issues between department personnel and other governmental agencies such as Equal Employment Opportunity Commission (EEOC), Missouri Commission on Human Rights (MCHR) and Health and Human Services (HHS);
- conduct contract compliance audits on Department vendors to ensure compliance with state and federal civil rights laws;

- provide technical assistance on civil rights issues to DSS vendors and service recipients;
- develop and provide technical assistance in the implementation of a department Affirmative Action Plan and Program;
- improve management/employee relations through fair and timely conflict resolution procedures including grievance mediation and management reviews;
- develop and implement the learning management system for DSS;
- maintain grievance, discipline, retention and employment analysis system to assist managers in identification of problem areas and staff needs;
- coordinate/assist in labor/management relations;
- coordinate/assist award programs and recruitment activities;
- develop and maintain an employment information website for all DSS employees; and
- maintain official personnel records in a confidential and secure manner.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

State statute: RSMo. 660.010

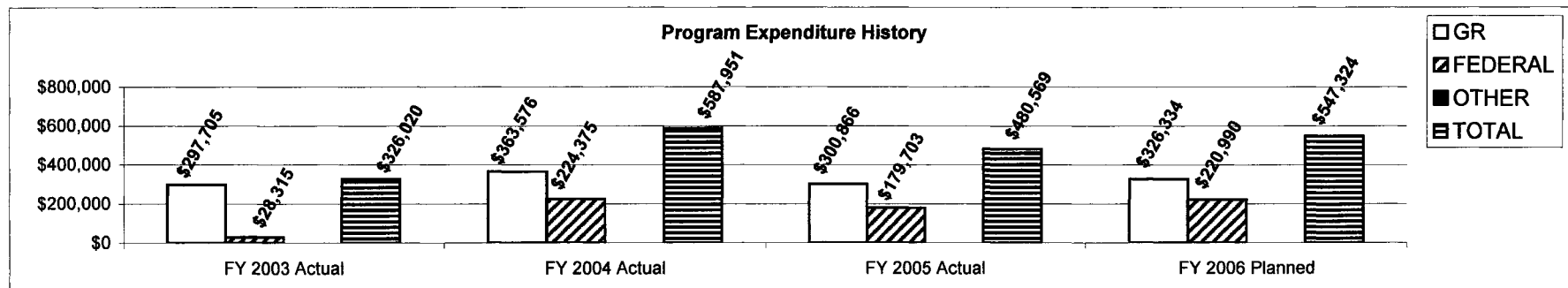
**3. Are there federal matching requirements? If yes, please explain.**

There is no matching requirement. However, expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

**4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

N/A

**7a. Provide an effectiveness measure.**

SFY	Number of Times the Employment Information Website is Accessed		Number of Employees Receiving Employment-Related Training		Percent of new employees attending orientation, sexual harassment and diversity sessions		Percent of Administrative Policies Reviewed/ Revised	
	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected
2003	503,107*	N/A	1,273	3,000	N/A	N/A	6%	N/A
2004	878,655*	415,000	3,965	3,000	66%	75%	26%	11%
2005	1,637,679*	992,880	9,957**	4,000	93%	85%	29%	25%
2006		1,700,000		8,000		90%		25%
2007		1,700,000		8,000		90%		25%
2008		1,700,000		8,000		90%		25%

\*Numbers have increased to include both internet and intranet websites.

\*\*Increase resulting from the training program now fully implemtented; number of participates includes multiple sessions attended by one person.

**7b. Provide an efficiency measure.**

SFY	Number of employee grievances processed		Workers Compensation Reports Processed	
	Actual	Projected	Actual	Projected
2003	227	348	211	180
2004	168	185	397	300
2005	219	185	357	300
2006		185		300
2007		185		300
2008		185		300

**7c. Provide the number of clients/individuals served, if applicable.****7d. Provide a customer satisfaction measure, if available.**



# **FY07 Department of Social Services Report #9**

## **DECISION ITEM SUMMARY**

Budget Unit								
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>STAFF TRAINING</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	218,037	0.00	178,125	0.00	178,125	0.00	178,125	0.00
DEPT OF SOC SERV FEDERAL & OTH	129,209	0.00	131,840	0.00	131,840	0.00	131,840	0.00
TOTAL - EE	347,246	0.00	309,965	0.00	309,965	0.00	309,965	0.00
<b>TOTAL</b>	<b>347,246</b>	<b>0.00</b>	<b>309,965</b>	<b>0.00</b>	<b>309,965</b>	<b>0.00</b>	<b>309,965</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$347,246</b>	<b>0.00</b>	<b>\$309,965</b>	<b>0.00</b>	<b>\$309,965</b>	<b>0.00</b>	<b>\$309,965</b>	<b>0.00</b>

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**CORE DECISION ITEM**

**Department: Social Services**  
**Division: Office of Director**  
**Appropriation: Field and Line Staff Training**

**Budget Unit Number: 90042C**

**1. CORE FINANCIAL SUMMARY**

FY 2007 Budget Request				
	GR	Federal	Other	Total
PS				
EE	178,125	131,840		309,965
PSD				
<b>Total</b>	<b>178,125</b>	<b>131,840</b>		<b>309,965</b>
<b>FTE</b>				<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

FY 2007 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE	178,125	131,840		309,965
PSD				
<b>Total</b>	<b>178,125</b>	<b>131,840</b>		<b>309,965</b>
<b>FTE</b>				<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

**2. CORE DESCRIPTION**

Core funding to provide training to Department of Social Services (DSS) field and line staff.

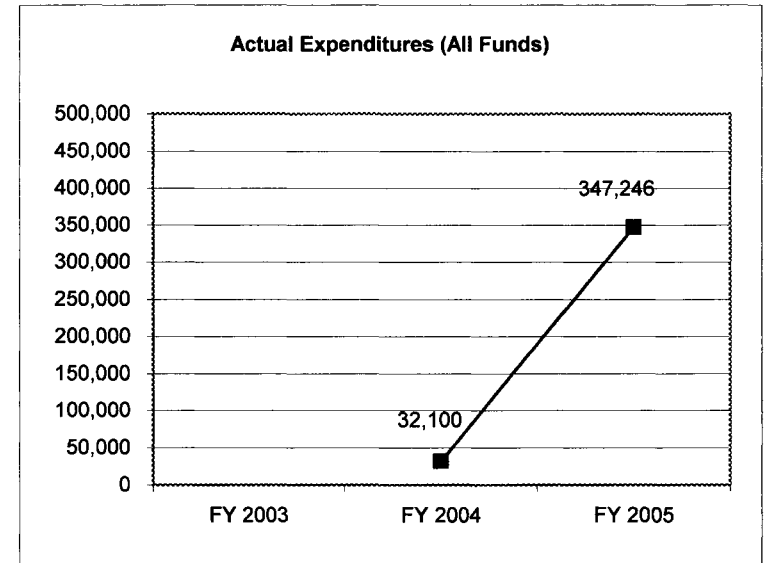
**3. PROGRAM LISTING (list programs included in this core funding)**

Field and Line Staff Training

# CORE DECISION ITEM

## 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)		376,685	369,340	309,965
Less Reverted (All Funds)		(7,345)	(17,125)	N/A
Budget Authority (All Funds)	0	369,340	352,215	N/A
Actual Expenditures (All Funds)		32,100	347,246	N/A
Unexpended (All Funds)	0	337,240	4,969	N/A
Unexpended, by Fund:				
General Revenue		210,065	2,338	N/A
Federal		127,175	2,631	N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

This appropriation was created in FY2004 by transferring a portion of each divisions' training funding to one pool appropriation.



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**CORE RECONCILIATION**

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**DEPARTMENT OF SOCIAL SERVICES**

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**STAFF TRAINING**

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**5. CORE RECONCILIATION**

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	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>	EE	0.00	178,125	131,840	0	309,965	
	<b>Total</b>	<b>0.00</b>	<b>178,125</b>	<b>131,840</b>	<b>0</b>	<b>309,965</b>	
<b>DEPARTMENT CORE REQUEST</b>	EE	0.00	178,125	131,840	0	309,965	
	<b>Total</b>	<b>0.00</b>	<b>178,125</b>	<b>131,840</b>	<b>0</b>	<b>309,965</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>	EE	0.00	178,125	131,840	0	309,965	
	<b>Total</b>	<b>0.00</b>	<b>178,125</b>	<b>131,840</b>	<b>0</b>	<b>309,965</b>	

# FY07 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>STAFF TRAINING</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	103,226	0.00	118,340	0.00	103,865	0.00	103,865	0.00
TRAVEL, OUT-OF-STATE	732	0.00	3,000	0.00	1,000	0.00	1,000	0.00
SUPPLIES	14,933	0.00	10,000	0.00	15,000	0.00	15,000	0.00
PROFESSIONAL DEVELOPMENT	58,679	0.00	110,000	0.00	39,000	0.00	39,000	0.00
PROFESSIONAL SERVICES	156,454	0.00	65,625	0.00	145,000	0.00	145,000	0.00
REAL PROPERTY RENTALS & LEASES	403	0.00	0	0.00	500	0.00	500	0.00
EQUIPMENT RENTALS & LEASES	200	0.00	0	0.00	500	0.00	500	0.00
MISCELLANEOUS EXPENSES	12,619	0.00	3,000	0.00	5,100	0.00	5,100	0.00
<b>TOTAL - EE</b>	<b>347,246</b>	<b>0.00</b>	<b>309,965</b>	<b>0.00</b>	<b>309,965</b>	<b>0.00</b>	<b>309,965</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$347,246</b>	<b>0.00</b>	<b>\$309,965</b>	<b>0.00</b>	<b>\$309,965</b>	<b>0.00</b>	<b>\$309,965</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$218,037</b>	<b>0.00</b>	<b>\$178,125</b>	<b>0.00</b>	<b>\$178,125</b>	<b>0.00</b>	<b>\$178,125</b>	<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$129,209</b>	<b>0.00</b>	<b>\$131,840</b>	<b>0.00</b>	<b>\$131,840</b>	<b>0.00</b>	<b>\$131,840</b>	<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

## PROGRAM DESCRIPTION

**Department:** Social Services

**Program Name:** Field and Line Staff Training

**Program is found in the following core budget(s):** Field and Line Staff Training

### 1. What does this program do?

*PROGRAM SYNOPSIS: Provides staff training to the Department of Social Services field and line staff.*

The Department of Social Services (DSS) has identified the need to assist employees in reaching their full potential through training opportunities structured to integrate common and important themes and values outlined in the vision and mission of the Department. In response to this need, the Human Resource Center (HRC) has developed a comprehensive training plan that incorporates curriculums designed to meet the unique goals of the Department.

Training courses offered to supervisors and front line staff include: The Art of Negotiation; Balancing Work and Home; Basic Supervisory Training; Career Development; Diversity in the Workplace; Effective Discipline; Effective Meetings; Emotional Intelligence; Employee Motivation; Flexible Thinking; Interviewing Skills; Labor Relations for Supervisors; Managing Change for Supervisors; Managing Diversity for Supervisors; Managing Multiple Priorities; New Employee Orientation; Preventing Sexual Harassment for Supervisors; Prevention of Sexual Harassment for Non-Supervisors; Providing Excellent Service; Team Work; Turning Conflict into Collaboration; Workplace Incivility; and Written Communication.

All courses offered allow the participants to learn skills to perform their jobs in the most effective and efficient manner. The Department of Social Services supports career development for its employees and stresses the need to continue to make available the training necessary for front line staff and supervisors to excel in their careers. Additionally, the Department is utilizing these training efforts to meet the requirements of the Management Training Rule.

Funding from this program provides the opportunity to implement the training efforts described in the above paragraphs.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 660.010

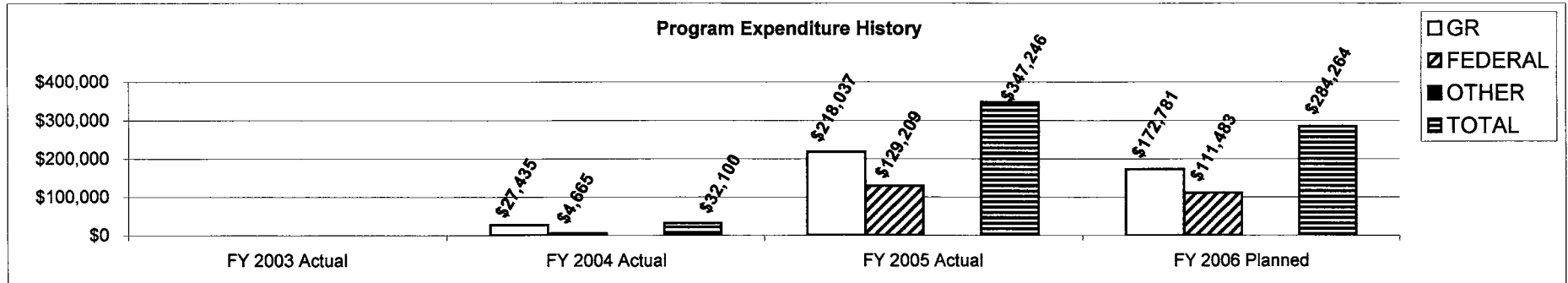
### 3. Are there federal matching requirements? If yes, please explain.

No. Program expenditures do not have a federal matching requirement; however, expenditures are pooled with other departmental administrative expenditures to earn a federal indirect rate.

### 4. Is this a federally mandated program? If yes, please explain.

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



In FY2004, funding was transferred from various divisions' appropriations to create the training pool

**6. What are the sources of the "Other " funds?**

N/A

**7a. Provide an effectiveness measure.**

SFY	Number of Employees Receiving Employment- Related Training		Percent of new employees attending orientation, sexual harassment and diversity sessions	
	Actual	Projected	Actual	Projected
2003	1,273	3,000	N/A	N/A
2004	3,965	3,000	66%	75%
2005	9,957*	4,000	93%	85%
2006		8,000		90%
2007		8,000		90%
2008		8,000		90%

\*Increase resulting from the training program now fully implemented; number of participants includes multiple sessions attended by one person.

**7b. Provide an efficiency measure.**

SFY	Percent of Supervisors in Compliance with the Management Training Rule	
	Actual	Projected
2003	N/A	N/A
2004	10%	N/A
2005	78%	60%
2006		70%
2007		80%
2008		80%

**7c. Provide the number of clients/individuals served, if applicable.**

SFY	Number of salaried DSS Employees	
	Actual	Projected
2003	8,417	N/A
2004	8,300	N/A
2005	8,764	9,000
2006		8,500
2007		8,500
2008		8,500

**7d. Provide a customer satisfaction measure, if available.**



# FY07 Department of Social Services Report #9

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item		FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Budget Object Summary		ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund		DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>DSS OVERTIME</b>									
<b>CORE</b>									
PERSONAL SERVICES									
GENERAL REVENUE		0	0.00	1,495,000	0.00	281,107	0.00	281,107	0.00
DEPT OF SOC SERV FEDERAL & OTH		0	0.00	1,420,906	0.00	0	0.00	0	0.00
TOTAL - PS		0	0.00	2,915,906	0.00	281,107	0.00	281,107	0.00
<b>TOTAL</b>		<b>0</b>	<b>0.00</b>	<b>2,915,906</b>	<b>0.00</b>	<b>281,107</b>	<b>0.00</b>	<b>281,107</b>	<b>0.00</b>
<b>GENERAL STRUCTURE ADJUSTMENT - 0000012</b>									
PERSONAL SERVICES									
GENERAL REVENUE		0	0.00	0	0.00	0	0.00	11,244	0.00
TOTAL - PS		0	0.00	0	0.00	0	0.00	11,244	0.00
<b>TOTAL</b>		<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>11,244</b>	<b>0.00</b>
<b>GRAND TOTAL</b>		<b>\$0</b>	<b>0.00</b>	<b>\$2,915,906</b>	<b>0.00</b>	<b>\$281,107</b>	<b>0.00</b>	<b>\$292,351</b>	<b>0.00</b>

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**CORE DECISION ITEM**

Department: Social Services  
 Division: Office of Director  
 Appropriation: DSS Overtime

Budget Unit Number: 90027C

**1. CORE FINANCIAL SUMMARY**

FY 2007 Budget Request				
	GR	Federal	Other	Total
PS	281,107			281,107
EE				
PSD				
<b>Total</b>	<b>281,107</b>			<b>281,107</b>
<b>FTE</b>				<b>0.00</b>

<b>Est. Fringe</b>	133,470	0	0	133,470
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

FY 2007 Governor's Recommendation				
	GR	Federal	Other	Total
PS	281,107			281,107
EE				
PSD				
<b>Total</b>	<b>281,107</b>			<b>281,107</b>
<b>FTE</b>				<b>0.00</b>

<b>Est. Fringe</b>	133,470	0	0	133,470
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

**2. CORE DESCRIPTION**

Core budget for overtime payments in accordance with S.B. 367 (2005).

**3. PROGRAM LISTING (list programs included in this core funding)**

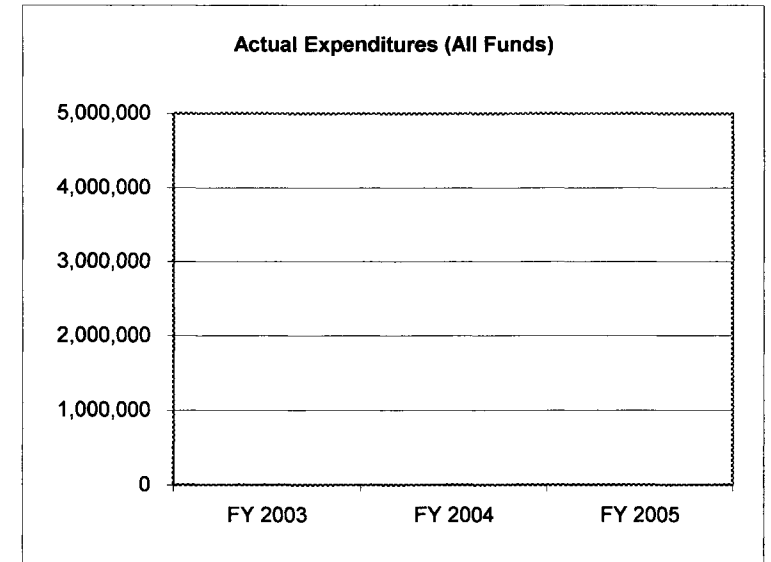
DSS Overtime



# CORE DECISION ITEM

## 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)				2,915,906
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)	0	0	0	N/A
Actual Expenditures (All Funds)				N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue				N/A
Federal				N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

New core in FY05 created by GR transfers from DSS personal services appropriations and new federal funds.

## CORE RECONCILIATION

### DEPARTMENT OF SOCIAL SERVICES

### DSS OVERTIME

## 5. CORE RECONCILIATION

		Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>								
		PS	0.00	1,495,000	1,420,906	0	2,915,906	
		<b>Total</b>	<b>0.00</b>	<b>1,495,000</b>	<b>1,420,906</b>	<b>0</b>	<b>2,915,906</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>								
Core Reduction	[#885]	PS	0.00	0	(1,420,906)	0	(1,420,906)	Core cut empty federal authority.
Core Reallocation	[#916]	PS	0.00	(1,213,893)	0	0	(1,213,893)	Transfer authority to DSS personal services appropriations due to changes in SB 367 (2005).
<b>NET DEPARTMENT CHANGES</b>			<b>0.00</b>	<b>(1,213,893)</b>	<b>(1,420,906)</b>	<b>0</b>	<b>(2,634,799)</b>	
<b>DEPARTMENT CORE REQUEST</b>								
		PS	0.00	281,107	0	0	281,107	
		PD	0.00	0	0	0	0	
		<b>Total</b>	<b>0.00</b>	<b>281,107</b>	<b>0</b>	<b>0</b>	<b>281,107</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>								
		PS	0.00	281,107	0	0	281,107	
		PD	0.00	0	0	0	0	
		<b>Total</b>	<b>0.00</b>	<b>281,107</b>	<b>0</b>	<b>0</b>	<b>281,107</b>	

# FY07 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
DSS OVERTIME								
CORE								
OTHER	0	0.00	2,915,906	0.00	281,107	0.00	281,107	0.00
TOTAL - PS	0	0.00	2,915,906	0.00	281,107	0.00	281,107	0.00
GRAND TOTAL	\$0	0.00	\$2,915,906	0.00	\$281,107	0.00	\$281,107	0.00
GENERAL REVENUE	\$0	0.00	\$1,495,000	0.00	\$281,107	0.00	\$281,107	0.00
FEDERAL FUNDS	\$0	0.00	\$1,420,906	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department:** Social Services

**Program Name:** DSS Overtime

**Program is found in the following core budget(s):** DSS Overtime

### 1. What does this program do?

*PROGRAM SYNOPSIS: Funding to comply with SB 367 (2005) requirements regarding overtime payments to nonexempt employees in certain Division of Youth Services positions.*

S.B. 367, passed by the 93rd General Assembly (2005), requires payment of certain overtime earned by nonexempt employees providing direct client care or custody in facilities operating on a twenty-four hour seven day a week basis in the Division of Youth Services (DYS) of the Department of Social Services and in certain other named departments. The law requires payment in full for any overtime earned under the Fair Labor Standards Act during the previous calendar year not yet paid or used in the form of compensatory time. Additionally, a nonexempt employee working a designated state holiday shall be granted equal comp time or receive straight time in cash payment.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

RSMo. 105.935

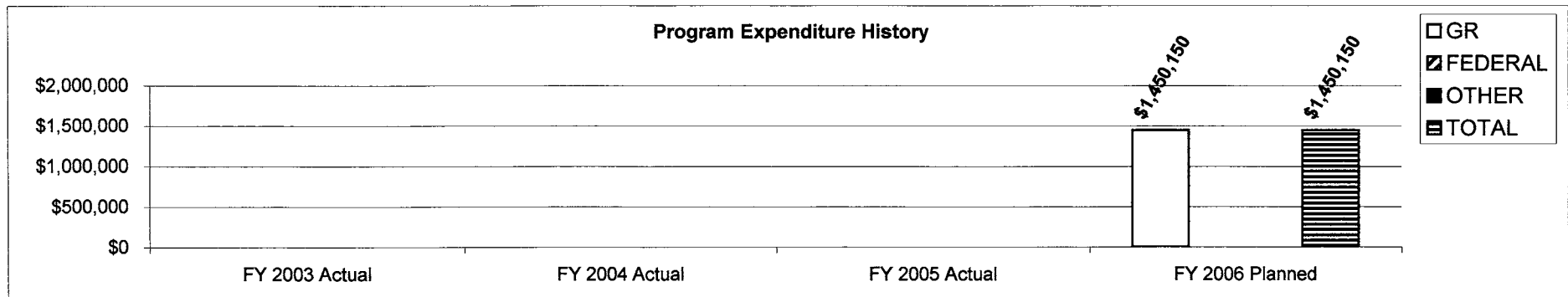
### 3. Are there federal matching requirements? If yes, please explain.

This program supports overtime payment for certain DYS employees. These expenditures are used as a state Maintenance of Effort (MOE) to earn the Social Services Block Grant (SSBG) and Temporary Assistance for Needy Families block grant (TANF). States must maintain a certain level of state funding participation in allowable block grant spending categories to earn the entire SSBG and TANF grants. In addition, some salaries are pooled with other department administrative salaries to earn a federal indirect rate.

### 4. Is this a federally mandated program? If yes, please explain.

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



Note: This is a new section in FY05 created by GR transfers from DSS personal services appropriations and new federal funds.

**6. What are the sources of the "Other " funds?**

**7a. Provide an effectiveness measure.**

**7b. Provide an efficiency measure.**

**7c. Provide the number of clients/individuals served, if applicable.**

**7d. Provide a customer satisfaction measure, if available.**



# FY07 Department of Social Services Report #9

## DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>BUDGET &amp; FINANCE</b>								
<b>CORE</b>								
PERSONAL SERVICES								
GENERAL REVENUE	1,438,192	41.10	1,346,774	45.25	1,651,041	51.80	1,651,041	51.80
DEPT OF SOC SERV FEDERAL & OTH	296,414	8.51	417,300	10.92	915,932	22.52	915,932	22.52
DOSS ADMINISTRATIVE TRUST	0	0.00	0	0.00	3,596	0.10	3,596	0.10
TOTAL - PS	1,734,606	49.61	1,764,074	56.17	2,570,569	74.42	2,570,569	74.42
EXPENSE & EQUIPMENT								
GENERAL REVENUE	90,821	0.00	81,254	0.00	84,506	0.00	84,506	0.00
DEPT OF SOC SERV FEDERAL & OTH	19,524	0.00	116,301	0.00	134,386	0.00	134,386	0.00
DOSS ADMINISTRATIVE TRUST	0	0.00	0	0.00	317	0.00	317	0.00
TOTAL - EE	110,345	0.00	197,555	0.00	219,209	0.00	219,209	0.00
TOTAL	1,844,951	49.61	1,961,629	56.17	2,789,778	74.42	2,789,778	74.42
<b>GENERAL STRUCTURE ADJUSTMENT - 0000012</b>								
PERSONAL SERVICES								
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	102,682	0.00
DOSS ADMINISTRATIVE TRUST	0	0.00	0	0.00	0	0.00	142	0.00
TOTAL - PS	0	0.00	0	0.00	0	0.00	102,824	0.00
TOTAL	0	0.00	0	0.00	0	0.00	102,824	0.00
<b>GRAND TOTAL</b>	<b>\$1,844,951</b>	<b>49.61</b>	<b>\$1,961,629</b>	<b>56.17</b>	<b>\$2,789,778</b>	<b>74.42</b>	<b>\$2,892,602</b>	<b>74.42</b>

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# CORE DECISION ITEM

Department: Social Services  
 Division: Budget and Finance  
 Appropriation: Division of Budget and Finance

Budget Unit Number: 88812C

## 1. CORE FINANCIAL SUMMARY

FY 2007 Budget Request				
	GR	Federal	Other	Total
PS	1,651,041	915,932	3,596	2,570,569
EE	84,506	134,386	317	219,209
PSD				
Total	1,735,547	1,050,318	3,913	2,789,778
FTE	51.80	22.52	0.10	74.42

<b>Est. Fringe</b>	807,194	447,799	1,758	1,256,751
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

FY 2007 Governor's Recommendation				
	GR	Federal	Other	Total
PS	1,651,041	915,932	3,596	2,570,569
EE	84,506	134,386	317	219,209
PSD				
Total	1,735,547	1,050,318	3,913	2,789,778
FTE	51.80	22.52	0.10	74.42

<b>Est. Fringe</b>	807,194	447,799	1,758	1,256,751
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

Core budget for the Division of Budget and Finance (DBF). DBF provides centralized financial support to all Department of Social Services divisions including:

- Payment Processing
- Audit
- Purchasing
- Federal Funds Management and Reporting
- Budget

This core request includes funding for management information and research and evaluation functions transferred from Information Services and Technology.

## 3. PROGRAM LISTING (list programs included in this core funding)

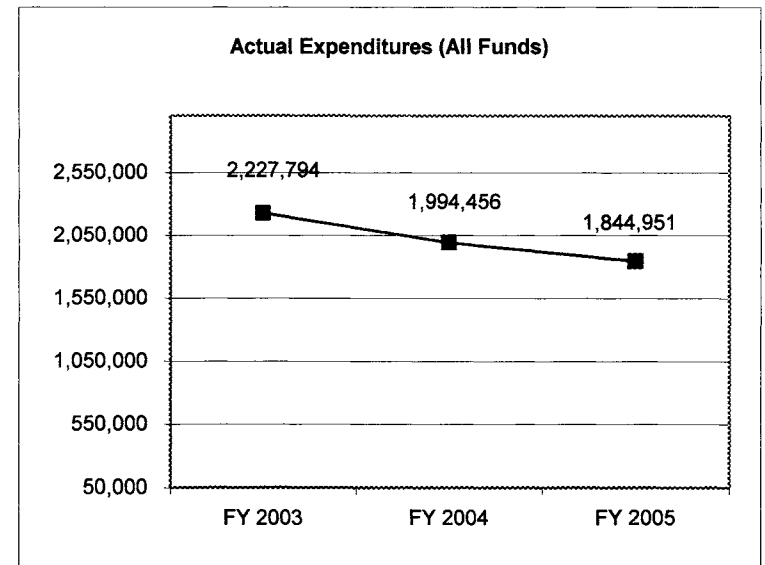
Budget and Finance



# CORE DECISION ITEM

## 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)	2,506,856	2,206,723	2,157,214	1,961,629
Less Reverted (All Funds)	(206,634)	(50,035)	(78,702)	N/A
Budget Authority (All Funds)	2,300,222	2,156,688	2,078,512	N/A
Actual Expenditures (All Funds)	2,227,794	1,994,456	1,844,951	N/A
Unexpended (All Funds)	72,428	162,232	233,561	N/A
Unexpended, by Fund:				
General Revenue	1,079	16,641	15,681	N/A
Federal	71,349	145,591	217,880	N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

FY2003 -- \$68,200 federal fund agency reserve for authority in excess of cash.

FY2004 -- \$143,200 federal fund agency reserve for authority in excess of cash.

FY2005 -- \$216,000 federal fund agency reserve for authority in excess of cash.

Federal fund reserves fluctuate on an annual basis, depending on federal earnings and other division's federal spending needs.

**CORE RECONCILIATION**

**DEPARTMENT OF SOCIAL SERVICES**  
**BUDGET & FINANCE**

**5. CORE RECONCILIATION**

		Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>								
		PS	56.17	1,346,774	417,300	0	1,764,074	
		EE	0.00	81,254	116,301	0	197,555	
		<b>Total</b>	<b>56.17</b>	<b>1,428,028</b>	<b>533,601</b>	<b>0</b>	<b>1,961,629</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>								
Core Reallocation	[#919]	PS	0.00	7,736	0	0	7,736	Transfer in from DSS Overtime due to changes in SB 367 (2005).
Core Reallocation	[#978]	PS	18.25	296,531	498,632	3,596	798,759	Transfer management information and research and evaluation budget from Information Services and Technology core to the Division of Budget and Finance core.
Core Reallocation	[#978]	EE	0.00	3,740	18,085	317	22,142	Transfer management information and research and evaluation budget from Information Services and Technology core to the Division of Budget and Finance core.
Core Reallocation	[#1371]	EE	0.00	(488)	0	0	(488)	Transfer funding for IT related expenditures to IT Consolidation.
<b>NET DEPARTMENT CHANGES</b>			<b>18.25</b>	<b>307,519</b>	<b>516,717</b>	<b>3,913</b>	<b>828,149</b>	
<b>DEPARTMENT CORE REQUEST</b>								
		PS	74.42	1,651,041	915,932	3,596	2,570,569	
		EE	0.00	84,506	134,386	317	219,209	
		<b>Total</b>	<b>74.42</b>	<b>1,735,547</b>	<b>1,050,318</b>	<b>3,913</b>	<b>2,789,778</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>								
		PS	74.42	1,651,041	915,932	3,596	2,570,569	

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**CORE RECONCILIATION**

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**DEPARTMENT OF SOCIAL SERVICES****BUDGET & FINANCE**

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**5. CORE RECONCILIATION**

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	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>GOVERNOR'S RECOMMENDED CORE</b>	EE	0.00	84,506	134,386	317	219,209	
	<b>Total</b>	<b>74.42</b>	<b>1,735,547</b>	<b>1,050,318</b>	<b>3,913</b>	<b>2,789,778</b>	

# FLEXIBILITY REQUEST FORM

<b>BUDGET UNIT NUMBER:</b> 88812C	<b>DEPARTMENT:</b> Social Services
<b>BUDGET UNIT NAME:</b> Division of Budget and Finance	<b>DIVISION:</b> Budget and Finance

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

DEPARTMENT REQUEST					GOVERNOR RECOMMENDATION				
Section	PS or E&E	Core	% Flex Requested	Flex Request Amount	Section	PS or E&E	Core	% Flex Gov Rec	Flex Gov Rec Amount
	PS	\$2,570,569	20%	\$514,114		PS	\$2,570,569	20%	\$514,114
	E&E	\$219,209	20%	\$43,842		E&E	\$219,209	20%	\$43,842
<i>Total Request</i>		\$2,789,778	20%	\$557,956	<i>Total Gov. Rec.</i>		\$2,789,778	20%	\$557,956

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	H.B. 11 language allows for up to 20% flexibility for all funds between personal services and expense and equipment.	20% flexibility is being requested in all funds.

3. Was flexibility approved in the Prior Year Budget or the Current Year Budget? If so, how was the flexibility used during those years?

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
10% flexibility granted for GR appropriations only, funds were not utilized.	Flexibility will assist in managing funds due to recent core reductions. Uses will be determined on an "as needed" basis.

# FY07 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>BUDGET &amp; FINANCE</b>								
<b>CORE</b>								
OFFICE SUPPORT ASST (CLERICAL)	19,357	0.90	11,215	1.00	0	0.00	0	0.00
SR OFC SUPPORT ASST (CLERICAL)	9,262	0.33	9,278	0.33	9,278	0.33	9,278	0.33
SR OFC SUPPORT ASST (STENO)	23,354	0.88	26,748	1.00	0	0.00	0	0.00
OFFICE SUPPORT ASST (KEYBRD)	23,326	1.00	44,940	2.00	44,940	2.00	44,940	2.00
SR OFC SUPPORT ASST (KEYBRD)	28,066	1.00	28,116	1.00	58,896	2.03	58,896	2.03
DATA ENTRY SPV I	27,706	1.00	0	0.00	0	0.00	0	0.00
PROCUREMENT OFCR I	106,422	2.91	117,300	3.00	109,260	3.00	109,260	3.00
PROCUREMENT OFCR II	37,102	0.87	43,584	1.00	43,584	1.00	43,584	1.00
ACCOUNT CLERK I	7,631	0.38	21,564	1.00	0	0.00	0	0.00
ACCOUNT CLERK II	318,716	12.66	199,101	13.03	316,380	17.13	316,380	17.13
AUDITOR II	26,723	0.81	68,880	2.00	68,880	2.00	68,880	2.00
ACCOUNTANT I	133,133	4.71	198,939	8.00	198,939	8.00	198,939	8.00
ACCOUNTANT II	220,728	6.00	217,748	6.00	221,028	6.00	221,028	6.00
ACCOUNTING ANAL III	43,534	1.00	43,584	1.00	43,584	1.00	43,584	1.00
BUDGET ANAL II	0	0.00	32,307	1.00	32,307	1.00	32,307	1.00
BUDGET ANAL III	43,534	1.00	43,584	1.00	43,584	1.00	43,584	1.00
RESEARCH ANAL II	0	0.00	0	0.00	19,645	0.50	19,645	0.50
RESEARCH ANAL III	0	0.00	0	0.00	316,919	8.00	316,919	8.00
EXECUTIVE I	28,210	1.00	28,260	1.00	29,785	1.00	29,785	1.00
EXECUTIVE II	38,482	1.00	38,532	1.00	38,532	1.00	38,532	1.00
FISCAL & ADMINISTRATIVE MGR B1	132,402	3.00	132,552	3.00	88,968	2.00	88,968	2.00
FISCAL & ADMINISTRATIVE MGR B2	113,996	2.00	114,096	2.00	114,096	2.00	114,096	2.00
RESEARCH MANAGER B1	0	0.00	0	0.00	128,845	3.00	128,845	3.00
RESEARCH MANAGER B2	0	0.00	0	0.00	112,163	2.00	112,163	2.00
DIVISION DIRECTOR	83,150	1.00	83,200	1.00	83,200	1.00	83,200	1.00
DESIGNATED PRINCIPAL ASST DIV	69,208	1.12	69,682	1.13	109,754	1.85	109,754	1.85
ACCOUNT CLERK	12,803	0.46	0	0.00	11,699	0.50	11,699	0.50
SPECIAL ASST OFFICIAL & ADMSTR	62,674	1.00	62,724	1.00	62,724	1.00	62,724	1.00
SPECIAL ASST PROFESSIONAL	3,971	0.08	3,960	0.08	123,431	2.08	123,431	2.08
SPECIAL ASST TECHNICIAN	19,086	0.50	22,000	0.60	38,172	1.00	38,172	1.00
SPECIAL ASST OFFICE & CLERICAL	102,030	3.00	102,180	3.00	101,976	3.00	101,976	3.00
<b>TOTAL - PS</b>	<b>1,734,606</b>	<b>49.61</b>	<b>1,764,074</b>	<b>56.17</b>	<b>2,570,569</b>	<b>74.42</b>	<b>2,570,569</b>	<b>74.42</b>

# FY07 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>BUDGET &amp; FINANCE</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	720	0.00	6,000	0.00	5,500	0.00	5,500	0.00
TRAVEL, OUT-OF-STATE	702	0.00	5,000	0.00	5,000	0.00	5,000	0.00
SUPPLIES	60,241	0.00	39,955	0.00	43,555	0.00	43,555	0.00
PROFESSIONAL DEVELOPMENT	4,631	0.00	100,000	0.00	102,000	0.00	102,000	0.00
COMMUNICATION SERV & SUPP	20,263	0.00	22,000	0.00	30,265	0.00	30,265	0.00
PROFESSIONAL SERVICES	16,526	0.00	12,631	0.00	17,889	0.00	17,889	0.00
JANITORIAL SERVICES	7	0.00	150	0.00	300	0.00	300	0.00
M&R SERVICES	5,065	0.00	7,528	0.00	7,900	0.00	7,900	0.00
COMPUTER EQUIPMENT	242	0.00	0	0.00	0	0.00	0	0.00
OFFICE EQUIPMENT	352	0.00	991	0.00	4,200	0.00	4,200	0.00
OTHER EQUIPMENT	454	0.00	1,500	0.00	600	0.00	600	0.00
REAL PROPERTY RENTALS & LEASES	900	0.00	1,000	0.00	1,000	0.00	1,000	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	328	0.00	300	0.00	300	0.00
MISCELLANEOUS EXPENSES	242	0.00	472	0.00	700	0.00	700	0.00
<b>TOTAL - EE</b>	<b>110,345</b>	<b>0.00</b>	<b>197,555</b>	<b>0.00</b>	<b>219,209</b>	<b>0.00</b>	<b>219,209</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$1,844,951</b>	<b>49.61</b>	<b>\$1,961,629</b>	<b>56.17</b>	<b>\$2,789,778</b>	<b>74.42</b>	<b>\$2,789,778</b>	<b>74.42</b>
<b>GENERAL REVENUE</b>	<b>\$1,529,013</b>	<b>41.10</b>	<b>\$1,428,028</b>	<b>45.25</b>	<b>\$1,735,547</b>	<b>51.80</b>	<b>\$1,735,547</b>	<b>51.80</b>
<b>FEDERAL FUNDS</b>	<b>\$315,938</b>	<b>8.51</b>	<b>\$533,601</b>	<b>10.92</b>	<b>\$1,050,318</b>	<b>22.52</b>	<b>\$1,050,318</b>	<b>22.52</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$3,913</b>	<b>0.10</b>	<b>\$3,913</b>	<b>0.10</b>



## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Division of Budget and Finance**

**Program is found in the following core budget(s): Division of Budget and Finance**

### 1. What does this program do?

*PROGRAM SYNOPSIS: The division provides centralized financial support to all Department of Social Services (DSS) divisions.*

The Division of Budget and Finance (DBF) is the Department of Social Services' central accounting and financial control unit. Staff who specialize in financial management functions including auditing, budgeting and federal receipts and reporting shape the budget, implement the department's fiscal policies (claiming strategies, expenditure control, etc.) and respond to changes in federal and state fiscal policy. In addition, the Center for Management Information (CMI) provides direction for the Department's research and data management functions.

Following is a description of core Division of Budget and Finance functions.

•Payment Processing Oversight: DBF maintains final approval of payments and is charged with overall compliance with state and federal laws or regulations and adherence to sound and accepted accounting principles. In addition, DBF is the Department's accounting, purchasing, and payroll liaison with Office of Administration and other agencies working cooperatively with DSS.

•Audit: DBF focuses audit resources on improving department financial systems, payment processes and procedures. In this effort, audit staff are charged with identifying weaknesses in department financial controls and opportunities to improve operational efficiencies. DBF also serves as the point of contact with the State Auditor's office.

•Purchasing/Payroll: DBF prepares and monitors compliance of purchasing agreements between DSS and contractor/vendors. DBF's payroll function includes maintaining employee time and leave and managing all issues relating to salary payments.

•Federal Funds Management and Reporting: DBF manages more than 50 grants with a value of over \$5.5 billion. The agency serves as the single state contact for federal grants that include TANF, SSBG, Medicaid Title XIX and Title XXI, IV-D and IV-E. The Division is responsible for the processes that provide for daily cash draws and deposits to federal funds that support Department of Social Services' and certain other departments' programs. As the single state contact, DBF compiles required monthly, quarterly and annual reports associated with each grant and submits these to the federal government on behalf of DSS or another department.

•Budget: DBF directs and helps prepare the department budget, compiling and evaluating budget proposals from DSS divisions. In addition, DBF serves as the department's budget liaison with Office of Administration and House and Senate budget staff and supports divisions during budget hearings. Finally, the budget section is responsible for department expenditure control, assuring there is sufficient cash to support available authority, monitoring spending rates and determining that department expenditures are within the scope of house bill intent.



In addition to the functions listed above, DBF:

- Prepares cover warrants for large Medicaid, Childcare and Child Welfare payrolls to issue provider payments by the department.
- Monitors and reconciles child support monies receipted and disbursed by DBF. Generally monies receipted and disbursed from DBF are from tax intercepts; most child support collections are receipted and disbursed by the State Disbursement Unit, currently operated by a contractor and managed by the Department of Revenue. DBF also has the responsibility to manage and reconcile the Family Support Trust Account that receives funds collected by the State Disbursement Unit.
- Prepares DSS data for numerous state/department financial reports and receives and deposits hundreds of checks each day.

CMI core functions include:

- Data Management: Coordinates and oversees data research, data mining, data reporting and program evaluation for the department. This is accomplished through a series of periodic reports available on the department's web site. In addition, ad hoc requests from the department's large computer system are researched and compiled to help management evaluate programs. Finally, external reports and program evaluations are prepared for use by departmental management, legislature, Governor's Office and media.
- Fiscal Notes: Coordinate all fiscal note preparation for the Department. Additionally, provides a central contact point for the legislature and the Governor's Office for all fiscal note inquiries and questions.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

State statute: RSMo. 660.010

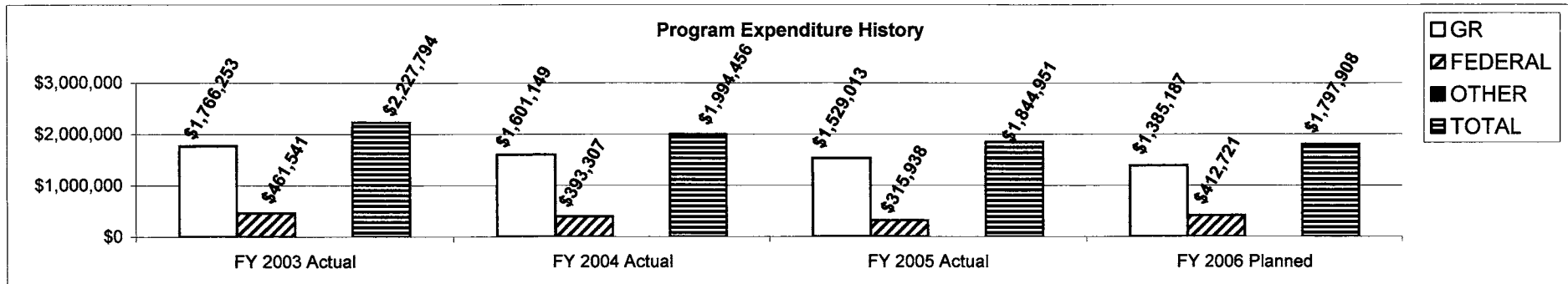
**3. Are there federal matching requirements? If yes, please explain.**

This program does not have a federal matching requirement; however, expenditures are pooled with other departmental administrative expenditures to earn a federal indirect rate.

**4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

N/A

**7a. Provide an effectiveness measure.**

SFY	Average Time Between Invoice and Vendor Payment (Days)	
	Actual	Projected
2003	22	27
2004	29	22
2005	30	28
2006		29
2007		29
2008		29

**7b. Provide an efficiency measure.**

SFY	Percent of Employees Using Direct Deposit	
	Actual	Projected
2003	93%	94%
2004	92%	95%
2005	94%	93%
2006		95%
2007		95%
2008		95%

SFY	Average Number of Payment Documents Processed per FTE		
	# of FTE	Actual	Projected
2003	30	5,700	N/A
2004	28.25	5,783	N/A
2005	16.5*	10,655	9,878
2006	16.5		10,700
2007	16.5		10,700
2008	16.5		10,700

\*DBF reduced staffing levels as a result of core cuts for FY05. New payment processing procedures have been implemented as a result of this reduction.

**7c. Provide the number of clients/individuals served, if applicable.**

SFY	Purchasing Requisitions Processed		Travel Expenses Processed	
	Actual	Projected	Actual	Projected
2003	5,588	6,000	31,434	56,000
2004	6,845	5,588	30,909	31,000
2005	8,029*	5,588	34,769	31,000
2006		8,000		34,700
2007		8,000		34,700
2008		8,000		34,700

SFY	Number of Payment Documents Processed	
	Actual	Projected
2003	170,986	N/A
2004	163,380	N/A
2005	175,803	163,000
2006		175,000
2007		175,000
2008		175,000

\*Includes MVE purchasing requisitions, which were not included in the FY04 actual. Revised FY04 actual including MVE is 7,566

**7d. Provide a customer satisfaction measure, if available.**



# **FY07 Department of Social Services Report #9**

## **DECISION ITEM SUMMARY**

Budget Unit								
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>REVENUE MAXIMATION</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	1,000,000	0.00	1,000,000	0.00	1,000,000	0.00
TOTAL - EE	0	0.00	1,000,000	0.00	1,000,000	0.00	1,000,000	0.00
TOTAL	0	0.00	1,000,000	0.00	1,000,000	0.00	1,000,000	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$1,000,000</b>	<b>0.00</b>	<b>\$1,000,000</b>	<b>0.00</b>	<b>\$1,000,000</b>	<b>0.00</b>

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# CORE DECISION ITEM

Department: Social Services  
Division: Budget and Finance  
Appropriation: Revenue Maximization

Budget Unit Number: 88817C

## 1. CORE FINANCIAL SUMMARY

FY 2007 Budget Request					FY 2007 Governor's Recommendation				
	GR	Federal	Other	Total		GR	Federal	Other	Total
PS					PS				
EE		1,000,000		1,000,000	EE		1,000,000		1,000,000
PSD					PSD				
Total		1,000,000		1,000,000	Total		1,000,000		1,000,000
FTE				0.00	FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

Note: An "E" is requested for federal funds.

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

Note: An "E" is requested for federal funds.

## 2. CORE DESCRIPTION

Core budget to provide the Department of Social Services (DSS) with a mechanism for payment of fees to contractors who engage in revenue maximization projects on behalf of the Department.

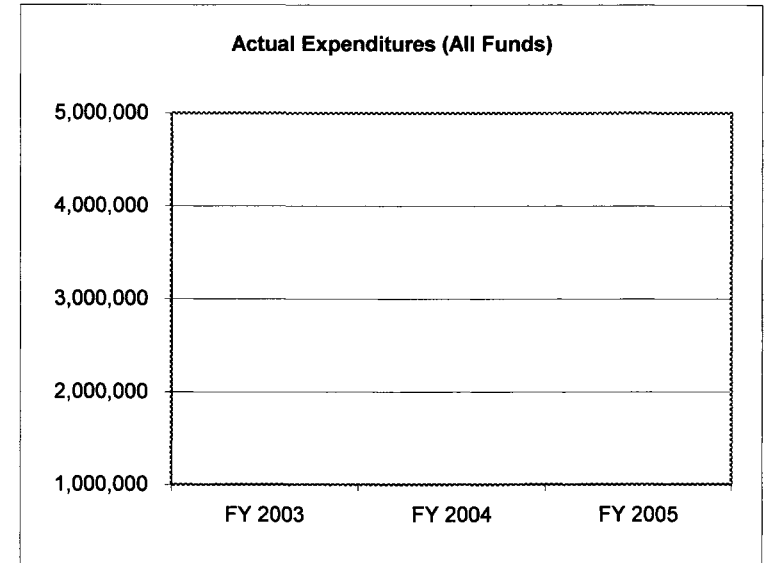
## 3. PROGRAM LISTING (list programs included in this core funding)

Revenue Maximization

# CORE DECISION ITEM

## 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)		1,000,000	1,000,000	1,000,000 E
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)	0	1,000,000	1,000,000	N/A
Actual Expenditures (All Funds)		0	0	N/A
Unexpended (All Funds)	0	1,000,000	1,000,000	N/A
Unexpended, by Fund:				
General Revenue		0	0	N/A
Federal		1,000,000	1,000,000	N/A
Other		0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

Estimated federal appropriation fiscal years 2004 - 2006.

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**CORE RECONCILIATION**

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**DEPARTMENT OF SOCIAL SERVICES****REVENUE MAXIMATION**

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**5. CORE RECONCILIATION**

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	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
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**TAFP AFTER VETOES**

EE	0.00	0	1,000,000	0	1,000,000	
<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>1,000,000</b>	<b>0</b>	<b>1,000,000</b>	

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**DEPARTMENT CORE REQUEST**

EE	0.00	0	1,000,000	0	1,000,000	
<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>1,000,000</b>	<b>0</b>	<b>1,000,000</b>	

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**GOVERNOR'S RECOMMENDED CORE**

EE	0.00	0	1,000,000	0	1,000,000	
<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>1,000,000</b>	<b>0</b>	<b>1,000,000</b>	

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# FY07 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
REVENUE MAXIMATION								
CORE								
PROFESSIONAL SERVICES	0	0.00	1,000,000	0.00	1,000,000	0.00	1,000,000	0.00
TOTAL - EE	0	0.00	1,000,000	0.00	1,000,000	0.00	1,000,000	0.00
GRAND TOTAL	\$0	0.00	\$1,000,000	0.00	\$1,000,000	0.00	\$1,000,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$1,000,000	0.00	\$1,000,000	0.00	\$1,000,000	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

Department: Social Services

Program Name: Revenue Maximization

Program is found in the following core budget(s): Revenue Maximization

### 1. What does this program do?

*PROGRAM SYNOPSIS: Provides a mechanism to make contingency contract payments on revenue maximization projects.*

The Department of Social Services enlists the assistance of private entities that specialize in maximizing federal program dollars and identifying other non-GR sources.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 660.010

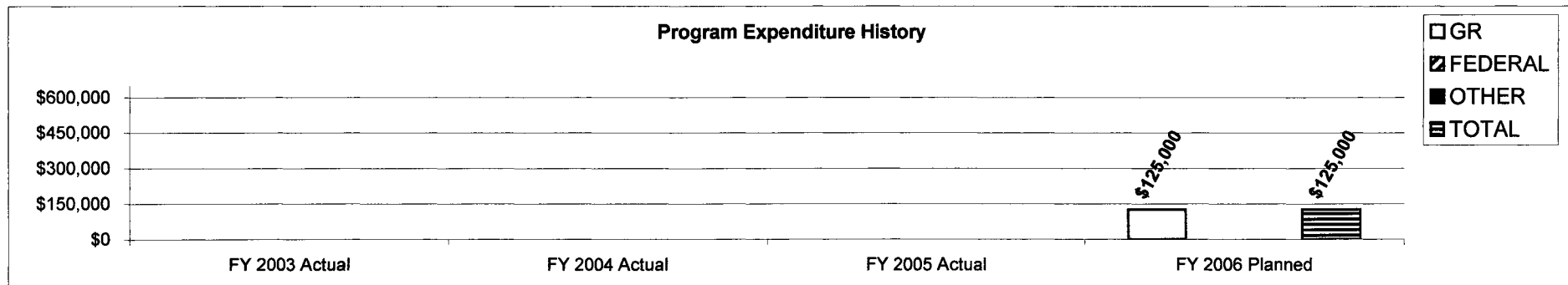
### 3. Are there federal matching requirements? If yes, please explain.

No. Contractors are paid from new federal funds resulting from successful revenue maximization projects. There may be a state match required to receive the additional funds.

### 4. Is this a federally mandated program? If yes, please explain.

No.

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



**6. What are the sources of the "Other " funds?**

N/A

**7a. Provide an effectiveness measure.**

SFY	Title IV-E New Revenues		Medicaid New Revenues	
	Projected	Actual	Projected	Actual
2003	N/A	N/A	N/A	N/A
2004	\$150,000	N/A	N/A	N/A
2005	\$1,800,000	\$0	\$3,500,000	\$0
2006	\$3,000,000		\$9,000,000	
2007	\$3,000,000		\$5,500,000	
2008	\$3,000,000		\$5,500,000	

**7b. Provide an efficiency measure.**

SFY	New Annual Revenue per \$1 Cost*	
	Actual	Projected
2003	N/A	N/A
2004	N/A	N/A
2005	\$0	\$20
2006	**	\$20
2007	**	\$20
2008	**	\$20

\*Anticipated revenues from fully implemented initiatives

\*\*No contractor payments for current initiatives after not-to-exceed contractor cost cap is reached

**7c. Provide the number of clients/individuals served, if applicable.****7d. Provide a customer satisfaction measure, if available.**



**FY07 Department of Social Services Report #9**
**DECISION ITEM SUMMARY**

Budget Unit								
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>RECEIPT &amp; DISBURSEMENT-REFUNDS</b>								
<b>CORE</b>								
PROGRAM-SPECIFIC								
TITLE XIX-FEDERAL AND OTHER	1,630,415	0.00	1,245,500	0.00	1,397,000	0.00	1,397,000	0.00
FEDERAL AND OTHER	33,125	0.00	53,000	0.00	53,000	0.00	53,000	0.00
TEMP ASSIST NEEDY FAM FEDERAL	1,754	0.00	4,500	0.00	25,000	0.00	25,000	0.00
DEPT OF SOC SERV FEDERAL & OTH	256,551	0.00	600,000	0.00	225,000	0.00	225,000	0.00
PHARMACY REBATES	27,256	0.00	7,000	0.00	25,000	0.00	25,000	0.00
THIRD PARTY LIABILITY COLLECT	150,669	0.00	350,000	0.00	125,000	0.00	125,000	0.00
PREMIUM	739,754	0.00	240,000	0.00	650,000	0.00	650,000	0.00
TOTAL - PD	2,839,524	0.00	2,500,000	0.00	2,500,000	0.00	2,500,000	0.00
TOTAL	2,839,524	0.00	2,500,000	0.00	2,500,000	0.00	2,500,000	0.00
GRAND TOTAL	\$2,839,524	0.00	\$2,500,000	0.00	\$2,500,000	0.00	\$2,500,000	0.00

# CORE DECISION ITEM

Department: Social Services  
 Division: Budget and Finance  
 Appropriation: Receipt and Disbursement -- Refunds

Budget Unit Number: 88853C

## 1. CORE FINANCIAL SUMMARY

FY 2007 Budget Request					FY 2007 Governor's Recommendation				
	GR	Federal	Other	Total		GR	Federal	Other	Total
PS					PS				
EE					EE				
PSD		1,700,000	800,000	2,500,000	PSD		1,700,000	800,000	2,500,000
Total		1,700,000	800,000	2,500,000	Total		1,700,000	800,000	2,500,000
FTE				0.00	FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds: Third Party Liability Collections Fund (0120)  
 Premium Fund (0885)  
 Pharmacy Rebates (0114)

Note: E's are requested in all funds

<b>Est. Fringe</b>	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds: Third Party Liability Collections Fund (0120)  
 Premium Fund (0885)  
 Pharmacy Rebates (0114)

Note: E's are requested in all funds

## 2. CORE DESCRIPTION

Core budget for the Division of Budget and Finance to manage (refund) incorrectly deposited receipts.

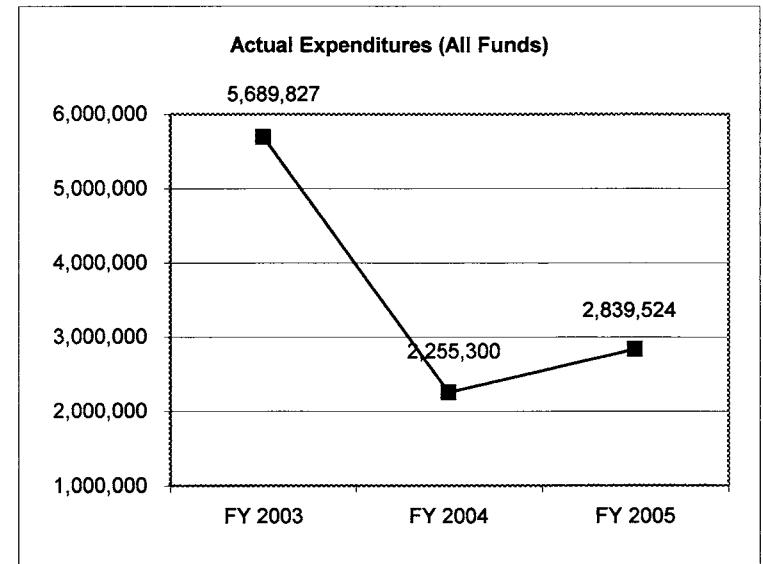
## 3. PROGRAM LISTING (list programs included in this core funding)

Receipt and Disbursement - Refunds

## CORE DECISION ITEM

### 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)	6,175,000	2,500,000	3,409,500	2,500,000 E
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)	6,175,000	2,500,000	3,409,500	N/A
Actual Expenditures (All Funds)	5,689,827	2,255,300	2,839,524	N/A
Unexpended (All Funds)	485,173	244,700	569,976	N/A
Unexpended, by Fund:				
General Revenue				N/A
Federal	485,173	244,700	366,655	N/A
Other			203,321	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

#### NOTES:

FY2003 - FY2006 -- Estimated appropriations

FY2003 -- "E" increases = \$5,600,000 increase for repayment of back AFDC recoupments (originally offset from the TANF grant) and the management of the Pharmacy Pharmacy Tax.

FY2005 -- "E" increases = \$385,500 federal fund (0163); \$23,000 Pharmacy Rebates; \$501,000 Premiums

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**CORE RECONCILIATION**

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**DEPARTMENT OF SOCIAL SERVICES**  
**RECEIPT & DISBURSEMENT-REFUNDS**

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**5. CORE RECONCILIATION**

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	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<hr/>							
TAFP AFTER VETOES	PD	0.00	0	1,903,000	597,000	2,500,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>1,903,000</b>	<b>597,000</b>	<b>2,500,000</b>	
<hr/>							
DEPARTMENT CORE REQUEST	PD	0.00	0	1,700,000	800,000	2,500,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>1,700,000</b>	<b>800,000</b>	<b>2,500,000</b>	
<hr/>							
GOVERNOR'S RECOMMENDED CORE	PD	0.00	0	1,700,000	800,000	2,500,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>1,700,000</b>	<b>800,000</b>	<b>2,500,000</b>	
<hr/>							



# FY07 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>RECEIPT &amp; DISBURSEMENT-REFUNDS</b>								
<b>CORE</b>								
REFUNDS	2,839,524	0.00	2,500,000	0.00	2,500,000	0.00	2,500,000	0.00
TOTAL - PD	2,839,524	0.00	2,500,000	0.00	2,500,000	0.00	2,500,000	0.00
GRAND TOTAL	\$2,839,524	0.00	\$2,500,000	0.00	\$2,500,000	0.00	\$2,500,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$1,921,845	0.00	\$1,903,000	0.00	\$1,700,000	0.00	\$1,700,000	0.00
OTHER FUNDS	\$917,679	0.00	\$597,000	0.00	\$800,000	0.00	\$800,000	0.00

## PROGRAM DESCRIPTION

**Department:** Social Services

**Program Name:** Receipt and Disbursement--Refunds

**Program is found in the following core budget(s):** Receipt and Disbursement--Refunds

### 1. What does this program do?

*PROGRAM SYNOPSIS: This appropriation allows the department to make timely deposits of all receipts and then to make refunds or corrections when necessary.*

This appropriation allows the department to make timely deposits of all receipts and then to make refunds or corrections when necessary. Pursuing this method creates additional interest earnings for the state treasury. Delaying the deposit of funds increases the chance that funds will be misused. The state auditor who routinely reviews the cash receipt function of the department for accuracy and timeliness endorses prompt deposit of all funds received. This appropriation also affords the division the authority to make correcting payments in the event funds were originally deposited to an inappropriate fund or when refunds to the payer are required due to an original overpayment.

The Department of Social Services receives hundreds of checks daily. Fiscal integrity and internal controls over cash receipts call for prompt deposit of all funds until a determination can be made as to proper deposit or distribution of the funds. A typical transaction would be when insurance companies and/or other parties liable for medical bills of clients reimburse Medicaid for the entire cost of the care rather than only the portion paid by Medicaid. Later, when the proper amount is determined, a refund is issued from this account for the difference. Another frequent use of this appropriation is to refund a portion of the MC+ premium paid by a family when they leave the program.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 660.010

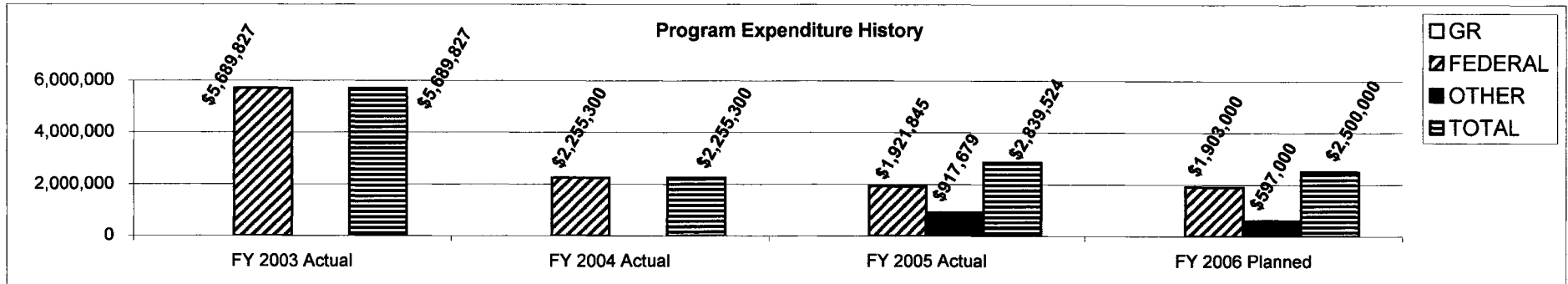
### 3. Are there federal matching requirements? If yes, please explain.

No.

### 4. Is this a federally mandated program? If yes, please explain.

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

Pharmacy Rebates (0114), Third Party Liability (0120) and Medicaid MC+ Premiums (0885).

**7a. Provide an effectiveness measure.**

SFY	Amount of Refunds Processed*	
	Actual	Projected
2003	\$5,689,827	\$625,000
2004	\$2,255,300	\$2,500,000
2005	\$2,839,524	\$2,500,000
2006		\$2,500,000
2007		\$2,500,000
2008		\$2,500,000

\*SFY2003 increase is due to repayment of back AFDC recoupments. Future year projections reflect ongoing payments of AFDC recoupments to the federal government.

**7b. Provide an efficiency measure.**

This is an operational appropriation for a pass through funding source. Efficiency measures are not applicable.

**7c. Provide the number of clients/individuals served, if applicable.**

**7d. Provide a customer satisfaction measure, if available.**



# FY07 Department of Social Services Report #9

## DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>NEGLECTED &amp; DELINQUENT CHLDRN</b>								
<b>CORE</b>								
PROGRAM-SPECIFIC								
GENERAL REVENUE	3,301,984	0.00	3,302,000	0.00	3,302,000	0.00	3,302,000	0.00
TOTAL - PD	3,301,984	0.00	3,302,000	0.00	3,302,000	0.00	3,302,000	0.00
<b>TOTAL</b>	<b>3,301,984</b>	<b>0.00</b>	<b>3,302,000</b>	<b>0.00</b>	<b>3,302,000</b>	<b>0.00</b>	<b>3,302,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$3,301,984</b>	<b>0.00</b>	<b>\$3,302,000</b>	<b>0.00</b>	<b>\$3,302,000</b>	<b>0.00</b>	<b>\$3,302,000</b>	<b>0.00</b>

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# CORE DECISION ITEM

Department: Social Services  
Division: Budget and Finance  
Appropriation: Neglected and Delinquent Children

Budget Unit Number: 88854C

## 1. CORE FINANCIAL SUMMARY

### FY 2007 Budget Request

	GR	Federal	Other	Total
PS				
EE				
PSD	3,302,000			3,302,000
Total	3,302,000			3,302,000
FTE				0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

### FY 2007 Governor's Recommendation

	GR	Federal	Other	Total
PS				
EE				
PSD	3,302,000			3,302,000
Total	3,302,000			3,302,000
FTE				0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

Core budget for state payments to counties for juveniles in county detention centers, pursuant to State Statutes 211.151, 211.156 RSMo.

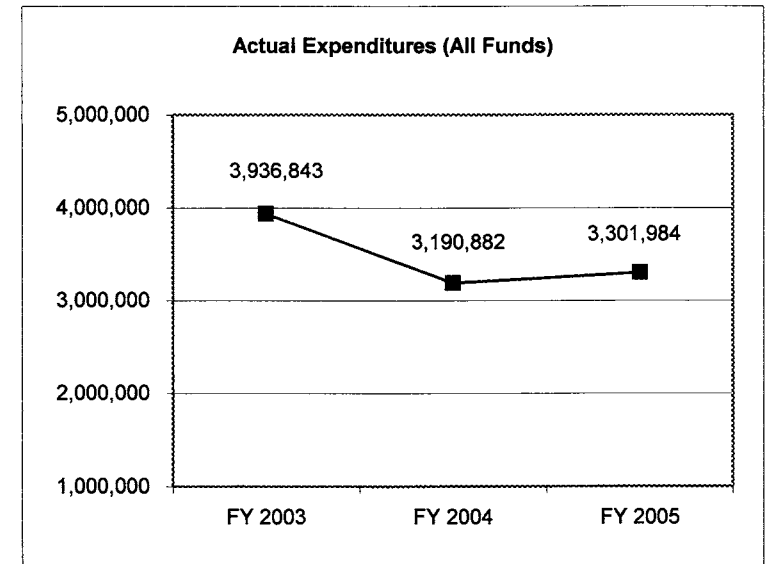
## 3. PROGRAM LISTING (list programs included in this core funding)

Payments to counties for neglected & delinquent children.

# CORE DECISION ITEM

## 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)	4,042,000	3,192,000	3,302,000	3,302,000
Less Reverted (All Funds)	(100,000)	0	0	N/A
Budget Authority (All Funds)	3,942,000	3,192,000	3,302,000	N/A
Actual Expenditures (All Funds)	3,936,843	3,190,882	3,301,984	N/A
Unexpended (All Funds)	5,157	1,118	16	N/A
Unexpended, by Fund:				
General Revenue	5,157	1,118	16	N/A
Federal				N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

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**CORE RECONCILIATION**

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**DEPARTMENT OF SOCIAL SERVICES**  
**NEGLECTED & DELINQUENT CHLDRN**

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**5. CORE RECONCILIATION**

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	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>							
	PD	0.00	3,302,000	0	0	3,302,000	
	<b>Total</b>	<b>0.00</b>	<b>3,302,000</b>	<b>0</b>	<b>0</b>	<b>3,302,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	3,302,000	0	0	3,302,000	
	<b>Total</b>	<b>0.00</b>	<b>3,302,000</b>	<b>0</b>	<b>0</b>	<b>3,302,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	3,302,000	0	0	3,302,000	
	<b>Total</b>	<b>0.00</b>	<b>3,302,000</b>	<b>0</b>	<b>0</b>	<b>3,302,000</b>	



# FY07 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
NEGLECTED & DELINQUENT CHLDRN								
CORE								
PROGRAM DISTRIBUTIONS	3,301,984	0.00	3,302,000	0.00	3,302,000	0.00	3,302,000	0.00
TOTAL - PD	3,301,984	0.00	3,302,000	0.00	3,302,000	0.00	3,302,000	0.00
GRAND TOTAL	\$3,301,984	0.00	\$3,302,000	0.00	\$3,302,000	0.00	\$3,302,000	0.00
GENERAL REVENUE	\$3,301,984	0.00	\$3,302,000	0.00	\$3,302,000	0.00	\$3,302,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Neglected and Delinquent Children**

**Program is found in the following core budget(s): Neglected and Delinquent Children**

### **1. What does this program do?**

*PROGRAM SYNOPSIS: Provides for payments to county youth detention programs for juveniles detained in the juvenile justice system.*

Payments are made in accordance with Section 211.156 RSMo. at a daily rate between \$14 and \$37 established by appropriation. The General Assembly appropriated funds for FY06 to provide a daily reimbursement rate of \$14 as authorized by law.

County detention facilities administered locally by the counties and circuit courts are part of the continuum of services designed to protect Missourians from youth that have entered the juvenile justice system. Administration of this reimbursement program became the responsibility of the Division of Budget and Finance in FY93 following the transfer of funding from the Office of Administration.

Counties submit reimbursement requests to the Division of Budget and Finance (DBF) monthly. The DBF requires the counties to certify in writing that the child for whom reimbursement is requested has been detained in accordance with state statute.

### **2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

State statute: RSMo. 211.151, 211.156

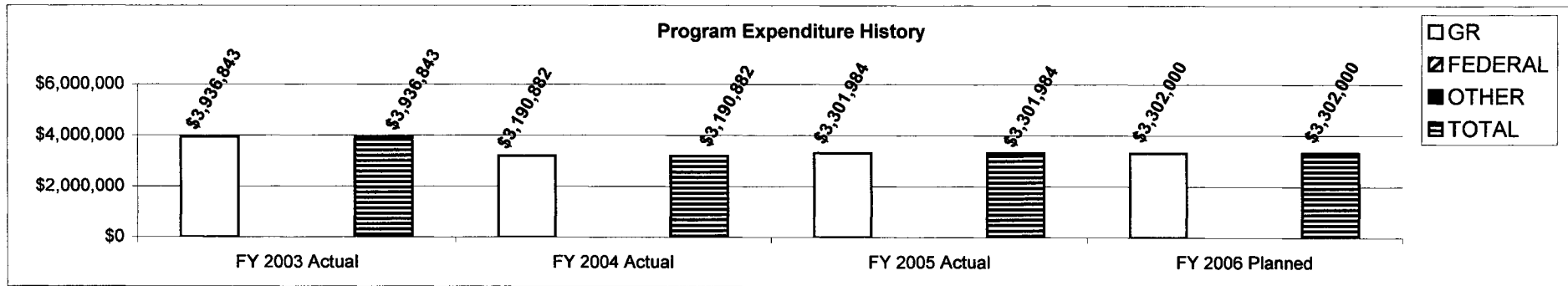
### **3. Are there federal matching requirements? If yes, please explain.**

No.

### **4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other" funds?**

N/A

**7a. Provide an effectiveness measure.**

Reimbursement affects programs and clients in the Children's Division and the Division of Youth Services. Effectiveness measures are incorporated in these divisions program description forms.

**7b. Provide an efficiency measure.**

Reimbursement affects programs and clients in the Children's Division and the Division of Youth Services. Efficiency measures are incorporated in these divisions program description forms.

**7c. Provide the number of clients/individuals served, if applicable.**

SFY	Number of Detention Days Reimbursed	
	Actual	Projected
2003	231,579	250,000
2004	235,777*	228,000
2005	231,419**	228,000
2006		235,857
2007		235,857
2008		235,857

\*Includes 7,857 detention days that were carried over into FY05 due to appropriation shortfall.

\*\*Includes 3,420 detention days that were carried over into FY06 due to appropriation shortfall.

**7d. Provide a customer satisfaction measure, if available.**



# FY07 Department of Social Services Report #9

# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
ISTD								
CORE								
PERSONAL SERVICES								
GENERAL REVENUE	2,925,323	64.21	294,831	6.64	0	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	4,052,656	88.69	505,048	11.92	0	0.00	0	0.00
THIRD PARTY LIABILITY COLLECT	7,259	0.20	717	0.01	0	0.00	0	0.00
CHILD SUPPORT ENFORCEMT COLLTN	240,060	5.25	4,845	0.08	0	0.00	0	0.00
DOSS ADMINISTRATIVE TRUST	32,452	0.84	3,596	0.10	0	0.00	0	0.00
TOTAL - PS	7,257,750	159.19	809,037	18.75	0	0.00	0	0.00
EXPENSE & EQUIPMENT								
GENERAL REVENUE	950,394	0.00	769	0.00	0	0.00	0	0.00
TEMP ASSIST NEEDY FAM FEDERAL	2,215,000	0.00	1,739	0.00	0	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	18,251,590	0.00	16,346	0.00	0	0.00	0	0.00
THIRD PARTY LIABILITY COLLECT	0	0.00	34	0.00	0	0.00	0	0.00
CHILD SUPPORT ENFORCEMT COLLTN	1,689,710	0.00	2,182	0.00	0	0.00	0	0.00
DOSS ADMINISTRATIVE TRUST	80,000	0.00	317	0.00	0	0.00	0	0.00
DOSS EDUCATIONAL IMPROVEMENT	127,238	0.00	755	0.00	0	0.00	0	0.00
TOTAL - EE	23,313,932	0.00	22,142	0.00	0	0.00	0	0.00
TOTAL	30,571,682	159.19	831,179	18.75	0	0.00	0	0.00
GRAND TOTAL	\$30,571,682	159.19	\$831,179	18.75	\$0	0.00	\$0	0.00

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# CORE DECISION ITEM

Department: Social Services  
 Division: Information Services and Technology  
 Appropriation: Information Services and Technology

Budget Unit Number: 88862C

## 1. CORE FINANCIAL SUMMARY

FY 2007 Budget Request				
	GR	Federal	Other	Total
PS				
EE				
PSD				
Total				0
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

FY 2007 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE				
PSD				
Total				0
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

## 2. CORE DESCRIPTION

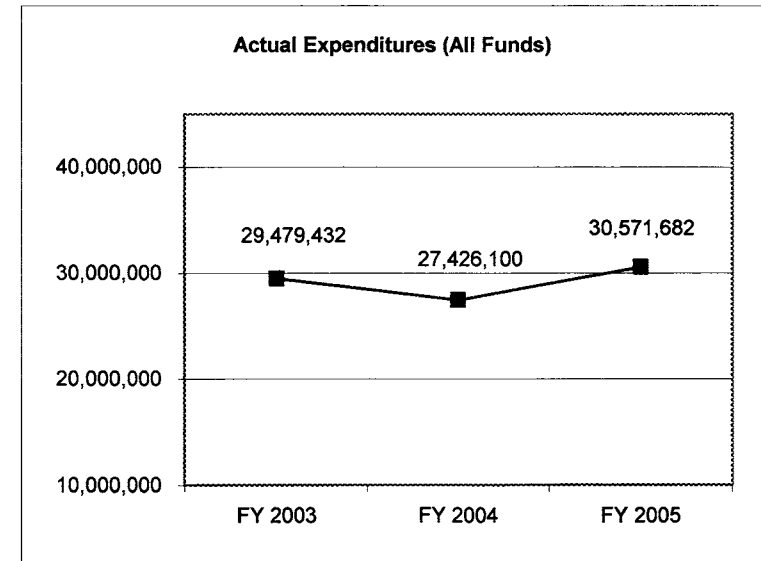
Core transfer remaining ISTD budget (after FY2006 IT Consolidation transfer) for Research and Evaluation and the Center for Management Information staff to the Division of Budget and Finance.

## 3. PROGRAM LISTING (list programs included in this core funding)

## CORE DECISION ITEM

### 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)	40,207,178	37,837,201	35,809,297	831,179
Less Reverted (All Funds)	(313,948)	(123,316)	(119,990)	N/A
Budget Authority (All Funds)	39,893,230	37,713,885	35,689,307	N/A
Actual Expenditures (All Funds)	29,479,432	27,426,100	30,571,682	N/A
Unexpended (All Funds)	10,413,798	10,287,785	5,117,625	N/A
Unexpended, by Fund:				
General Revenue	6,659	1,144	3,932	N/A
Federal	8,074,667	8,038,969	3,651,937	N/A
Other	2,332,472	2,247,672	1,461,756	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

#### NOTES:

##### FY2003:

\$7.2 million federal fund reserve for authority in excess of cash. \$1.9 million CSEC and \$403,289 Administrative Trust Fund agency reserve.

##### FY2004:

\$7.7 million federal fund agency reserve for authority in excess of cash. In FY2005, nearly \$2.0 million in federal authority was cut from the core. \$1.8 million CSEC fund agency reserve and \$306,000 Third Party Liability/Administrative Trust Fund reserve.

##### FY2005:

\$3.6 million federal fund reserve for authority in excess of cash. \$1.1 million CSEC fund agency reserve and \$366,000 Third Party Liability/Administrative Trust fund agency reserve.

##### FY2006:

Most of ISTD personal services and expense and equipment funding was transferred to IT Consolidation. FY2006 appropriated amount is funding for Research and Evaluation and the Center for Management Information.

**CORE RECONCILIATION**

**DEPARTMENT OF SOCIAL SERVICES**

**ISTD**

**5. CORE RECONCILIATION**

		<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>								
		PS	18.75	294,831	505,048	9,158	809,037	
		EE	0.00	769	18,085	3,288	22,142	
		<b>Total</b>	<b>18.75</b>	<b>295,600</b>	<b>523,133</b>	<b>12,446</b>	<b>831,179</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>								
Core Reallocation	[#970]	PS	(0.50)	(3,862)	(6,416)	0	(10,278)	Transfer .50 Motor Vehicle Driver to Division of General Services.
Core Reallocation	[#974]	PS	(18.25)	(296,531)	(498,632)	(3,596)	(798,759)	Transfer remaining funding in Information Services and Technology Division core for management information and research and evaluation functions to the Division of Budget and Finance core.
Core Reallocation	[#974]	EE	0.00	(3,740)	(18,085)	(317)	(22,142)	Transfer remaining funding in Information Services and Technology Division core for management information and research and evaluation functions to the Division of Budget and Finance core.
<b>NET DEPARTMENT CHANGES</b>			<b>(18.75)</b>	<b>(304,133)</b>	<b>(523,133)</b>	<b>(3,913)</b>	<b>(831,179)</b>	
<b>DEPARTMENT CORE REQUEST</b>								
		PS	0.00	0	0	0	0	
		EE	0.00	0	0	0	0	
		<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>								
		PS	0.00	0	0	0	0	
		EE	0.00	0	0	0	0	
		<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	



# FY07 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
ISTD								
CORE								
OFFICE SUPPORT ASST (KEYBRD)	19,600	1.00	0	0.00	0	0.00	0	0.00
SR OFC SUPPORT ASST (KEYBRD)	74,913	2.88	41,042	1.03	0	0.00	0	0.00
DATA CONTROL CLERK I	16,560	0.84	0	0.00	0	0.00	0	0.00
DATA CONTROL CLERK II	31,180	1.17	0	0.00	0	0.00	0	0.00
EDP SCHEDULER	30,658	1.00	0	0.00	0	0.00	0	0.00
COMPUTER SUPPORT SVCS SPV	36,223	1.00	0	0.00	0	0.00	0	0.00
INFORMATION SUPPORT COOR	27,996	0.99	0	0.00	0	0.00	0	0.00
COMPUTER INFO TECHNOLOGIST I	73,768	2.40	0	0.00	0	0.00	0	0.00
COMPUTER INFO TECHNOLOGIST II	139,630	3.80	0	0.00	0	0.00	0	0.00
COMPUTER INFO TECHNOLOGIST III	2,015,589	46.83	0	0.00	0	0.00	0	0.00
COMPUTER INFO TECH SUPV I	233,877	4.75	0	0.00	0	0.00	0	0.00
COMPUTER INFO TECH SUPV II	344,122	6.02	0	0.00	0	0.00	0	0.00
COMPUTER INFO TECH SPEC I	1,749,945	36.87	0	0.00	0	0.00	0	0.00
COMPUTER INFO TECH SPEC II	1,052,667	18.54	0	0.00	0	0.00	0	0.00
COMPUTER INFO TECH SPEC III	67,351	1.09	0	0.00	0	0.00	0	0.00
COMP INFO TECHNOLOGY MGR II	69,095	0.99	0	0.00	0	0.00	0	0.00
COMP INFO TECHNOLOGY MGR I	65,573	1.01	0	0.00	0	0.00	0	0.00
PROCUREMENT OFCR I	42,706	0.99	0	0.00	0	0.00	0	0.00
ACCOUNTANT II	38,482	1.00	0	0.00	0	0.00	0	0.00
RESEARCH ANAL II	33,500	0.95	20,244	0.50	0	0.00	0	0.00
RESEARCH ANAL III	309,526	8.06	302,048	8.00	0	(0.00)	0	(0.00)
TRAINING TECH III	20,234	0.49	5,862	0.00	0	0.00	0	0.00
PERSONNEL CLERK	28,210	0.99	0	0.00	0	0.00	0	0.00
MOTOR VEHICLE DRIVER	10,254	0.50	10,278	0.50	0	0.00	0	0.00
GRAPHICS SPV	1,476	0.04	0	0.00	0	0.00	0	0.00
RESEARCH MANAGER B1	128,421	3.00	130,752	3.00	0	0.00	0	0.00
RESEARCH MANAGER B2	112,064	2.01	112,164	2.00	0	0.00	0	0.00
DIVISION DIRECTOR	76,105	0.99	0	0.00	0	0.00	0	0.00
DEPUTY DIVISION DIRECTOR	66,763	1.04	0	0.00	0	0.00	0	0.00
DESIGNATED PRINCIPAL ASST DIV	37,738	0.69	40,187	0.72	0	0.00	0	0.00
TYPIST	27,864	1.40	0	0.00	0	0.00	0	0.00
DATA PROCESSOR TECHNICAL	20,717	0.75	0	0.00	0	0.00	0	0.00

# FY07 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
ISTD								
CORE								
DATA PROCESSOR PROFESSIONAL	68,867	1.21	0	0.00	0	0.00	0	0.00
SPECIAL ASST PROFESSIONAL	115,401	1.92	115,596	2.00	0	(0.00)	0	(0.00)
SPECIAL ASST TECHNICIAN	39,861	0.99	0	0.00	0	0.00	0	0.00
SPECIAL ASST OFFICE & CLERICAL	30,814	0.99	30,864	1.00	0	0.00	0	0.00
TOTAL - PS	7,257,750	159.19	809,037	18.75	0	(0.00)	0	(0.00)
TRAVEL, IN-STATE	35,328	0.00	0	0.00	0	0.00	0	0.00
TRAVEL, OUT-OF-STATE	11,946	0.00	0	0.00	0	0.00	0	0.00
FUEL & UTILITIES	31,307	0.00	0	0.00	0	0.00	0	0.00
SUPPLIES	367,520	0.00	0	0.00	0	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	113,912	0.00	0	0.00	0	0.00	0	0.00
COMMUNICATION SERV & SUPP	1,533,666	0.00	22,142	0.00	0	0.00	0	0.00
PROFESSIONAL SERVICES	15,809,395	0.00	0	0.00	0	0.00	0	0.00
JANITORIAL SERVICES	16,669	0.00	0	0.00	0	0.00	0	0.00
M&R SERVICES	888,303	0.00	0	0.00	0	0.00	0	0.00
COMPUTER EQUIPMENT	4,321,132	0.00	0	0.00	0	0.00	0	0.00
OFFICE EQUIPMENT	12,240	0.00	0	0.00	0	0.00	0	0.00
OTHER EQUIPMENT	7,954	0.00	0	0.00	0	0.00	0	0.00
REAL PROPERTY RENTALS & LEASES	17,600	0.00	0	0.00	0	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	146,813	0.00	0	0.00	0	0.00	0	0.00
MISCELLANEOUS EXPENSES	147	0.00	0	0.00	0	0.00	0	0.00
TOTAL - EE	23,313,932	0.00	22,142	0.00	0	0.00	0	0.00
GRAND TOTAL	\$30,571,682	159.19	\$831,179	18.75	\$0	(0.00)	\$0	(0.00)
GENERAL REVENUE	\$3,875,717	64.21	\$295,600	6.64	\$0	0.00		0.00
FEDERAL FUNDS	\$24,519,246	88.69	\$523,133	11.92	\$0	0.00		0.00
OTHER FUNDS	\$2,176,719	6.29	\$12,446	0.19	\$0	0.00		0.00



## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Information Services and Technology Division**

**Program is found in the following core budget(s): Information Services and Technology Division**

### 1. What does this program do?

Until FY 2006, the Information Services and Technology Division (ISTD), responsible for providing IT services in support of all programs administered by the Department of Social Services (DSS), was housed in the DSS. In the FY 2006 budget, the majority of ISTD's functions were transferred to a new IT Consolidation section under the direction of the Office of Administration.

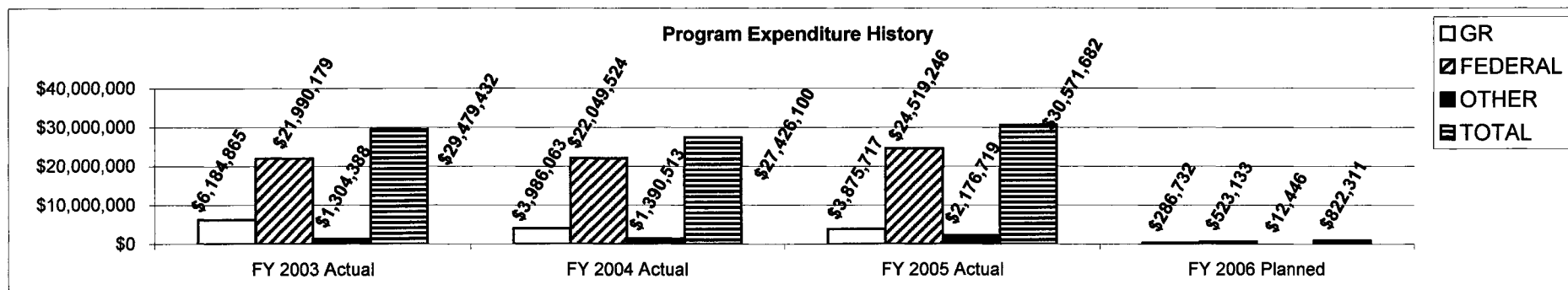
Funding for management information and research and evaluation remained in ISTD under the DSS. Funding for these functions is being transferred to the Division of Budget and Finance. See the Division of Budget and Finance Program Description for information on management information and research and evaluation.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

### 3. Are there federal matching requirements? If yes, please explain.

### 4. Is this a federally mandated program? If yes, please explain.

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



Note: In FY 2006, funding to support the majority of ISTD functions was transferred to IT Consolidation. The FY 2006 planned expenditures are for management information and research and evaluation functions.

**6. What are the sources of the "Other " funds?**

Third Party Liability (TPL); Child Support Enforcement Collections (0169); DSS Administrative Trust (0545) and DSS Education Improvement (0620).

**7a. Provide an effectiveness measure.**

**7b. Provide an efficiency measure.**

**7c. Provide the number of clients/individuals served, if applicable.**

**7d. Provide a customer satisfaction measure, if available.**



# FY07 Department of Social Services Report #9

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>DIVISION OF GENERAL SERVICES</b>									
<b>CORE</b>									
<b>PERSONAL SERVICES</b>									
GENERAL REVENUE	1,368,899	49.40	1,289,167	51.29	1,293,248	51.47	1,293,248	51.47	
DEPT OF SOC SERV FEDERAL & OTH	186,065	6.76	256,072	11.32	262,488	9.64	262,488	9.64	
CHILD SUPPORT ENFORCEMT COLLTN	97,793	3.57	99,227	3.00	99,227	3.00	99,227	3.00	
DOSS ADMINISTRATIVE TRUST	0	0.00	0	0.00	42,500	2.00	42,500	2.00	
TOTAL - PS	1,652,757	59.73	1,644,466	65.61	1,697,463	66.11	1,697,463	66.11	
<b>EXPENSE &amp; EQUIPMENT</b>									
GENERAL REVENUE	399,715	0.00	349,219	0.00	312,559	0.00	312,559	0.00	
DEPT OF SOC SERV FEDERAL & OTH	83,673	0.00	83,672	0.00	65,913	0.00	65,913	0.00	
DOSS ADMINISTRATIVE TRUST	4,130,535	0.00	5,750,000	0.00	5,707,500	0.00	5,707,500	0.00	
TOTAL - EE	4,613,923	0.00	6,182,891	0.00	6,085,972	0.00	6,085,972	0.00	
<b>TOTAL</b>	<b>6,266,680</b>	<b>59.73</b>	<b>7,827,357</b>	<b>65.61</b>	<b>7,783,435</b>	<b>66.11</b>	<b>7,783,435</b>	<b>66.11</b>	
<b>GENERAL STRUCTURE ADJUSTMENT - 0000012</b>									
<b>PERSONAL SERVICES</b>									
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	62,229	0.00	
CHILD SUPPORT ENFORCEMT COLLTN	0	0.00	0	0.00	0	0.00	3,970	0.00	
DOSS ADMINISTRATIVE TRUST	0	0.00	0	0.00	0	0.00	1,700	0.00	
TOTAL - PS	0	0.00	0	0.00	0	0.00	67,899	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>67,899</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$6,266,680</b>	<b>59.73</b>	<b>\$7,827,357</b>	<b>65.61</b>	<b>\$7,783,435</b>	<b>66.11</b>	<b>\$7,851,334</b>	<b>66.11</b>	

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# CORE DECISION ITEM

Department: Social Services  
Division: General Services  
Appropriation: General Services

Budget Unit Number: 88872C

## 1. CORE FINANCIAL SUMMARY

FY 2007 Budget Request				
	GR	Federal	Other	Total
PS	1,293,248	262,488	141,727	1,697,463
EE	312,559	65,913	5,707,500	6,085,972
PSD				
Total	1,605,807	328,401	5,849,227	7,783,435
FTE	51.47	9.64	5.00	66.11

<b>Est. Fringe</b>	632,269	128,330	69,290	829,890
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds: Child Support Enforcement Collection (0169)  
DSS Administrative Trust (0545)

FY 2007 Governor's Recommendation				
	GR	Federal	Other	Total
PS	1,293,248	262,488	141,727	1,697,463
EE	312,559	65,913	5,707,500	6,085,972
PSD				
Total	1,605,807	328,401	5,849,227	7,783,435
FTE	51.47	9.64	5.00	66.11

<b>Est. Fringe</b>	632,269	128,330	69,290	829,890
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds: Child Support Enforcement Collection (0169)  
DSS Administrative Trust (0545)

## 2. CORE DESCRIPTION

In order that DSS program divisions may efficiently and effectively deliver services to their customers (individuals and families) the Division of General Services (DGS) provides technical and administrative support required to operate DSS offices and work places. DGS is responsible for the department's bulk mailing; telecommunications; office health & safety; warehouse services (supply, surplus and property inventory); office moves, minor adjustments and repairs; and fleet management activities. DGS is also charged with administration and oversight of the Prince Hall Family Support Center.

## 3. PROGRAM LISTING (list programs included in this core funding)

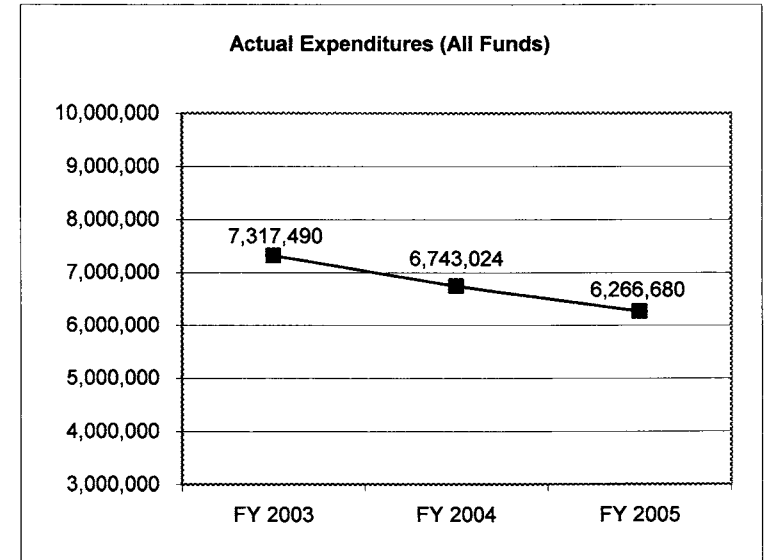
Division of General Services



# CORE DECISION ITEM

## 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)	8,688,689	8,019,527	8,090,566	7,783,435
Less Reverted (All Funds)	(369,993)	(14,392)	(107,048)	N/A
Budget Authority (All Funds)	8,318,696	8,005,135	7,983,518	N/A
Actual Expenditures (All Funds)	7,317,490	6,743,024	6,266,680	N/A
Unexpended (All Funds)	1,001,206	1,262,111	1,716,838	N/A
Unexpended, by Fund:				
General Revenue	5,487	6,041	25,933	N/A
Federal	935	1,857	70,006	N/A
Other	994,784	1,254,213	1,620,899	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

FY2003--\$887,000 of other funds lapse is DSS Administrative Trust Fund authority. This authority is used as a revolving account to manage DSS postage and supply inventory.

FY2004--\$1.18 million of other funds lapse is DSS Administrative Trust Fund authority for postage and supply inventory management.

FY2005--\$1.54 million of other funds lapse in DSS Administrative Trust Fund authority for postage and supply inventory management.

FY2005--\$70,000 federal funds lapse is agency reserve due to insufficient cash to support appropriation level. Federal earnings vary, so this authority may be available to spend in future years.

**CORE RECONCILIATION**

**DEPARTMENT OF SOCIAL SERVICES**  
**DIVISION OF GENERAL SERVICES**

**5. CORE RECONCILIATION**

		<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>								
		PS	65.61	1,289,167	256,072	99,227	1,644,466	
		EE	0.00	349,219	83,672	5,750,000	6,182,891	
		<b>Total</b>	<b>65.61</b>	<b>1,638,386</b>	<b>339,744</b>	<b>5,849,227</b>	<b>7,827,357</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>								
Transfer Out	[#1379]	EE	0.00	(31,054)	(17,759)	0	(48,813)	Transfer leased facilities utilities and janitorial to HB 13.
Core Reallocation	[#162]	PS	0.00	0	0	42,500	42,500	Reallocate DSS Admin Trust E&E to DSS Admin Trust PS and reallocate federal FTE to DSS Admin Trust FTE. FY 06 HB 11 allows DSS to pay for 2 FTE from DSS Admin Trust fund authority.
Core Reallocation	[#162]	EE	0.00	0	0	(42,500)	(42,500)	Reallocate DSS Admin Trust E&E to DSS Admin Trust PS and reallocate federal FTE to DSS Admin Trust FTE. FY 06 HB 11 allows DSS to pay for 2 FTE from DSS Admin Trust fund authority.
Core Reallocation	[#920]	PS	0.00	219	0	0	219	Transfer in from DSS Overtime due to changes in SB 367 (2005).
Core Reallocation	[#971]	PS	0.50	3,862	6,416	0	10,278	Transfer in .50 Motor Vehicle Driver from Information Services & Technology.
Core Reallocation	[#1374]	EE	0.00	(5,606)	0	0	(5,606)	Transfer funding for IT related expenditures to IT Consolidation.
<b>NET DEPARTMENT CHANGES</b>			<b>0.50</b>	<b>(32,579)</b>	<b>(11,343)</b>	<b>0</b>	<b>(43,922)</b>	
<b>DEPARTMENT CORE REQUEST</b>								
		PS	66.11	1,293,248	262,488	141,727	1,697,463	
		EE	0.00	312,559	65,913	5,707,500	6,085,972	
		<b>Total</b>	<b>66.11</b>	<b>1,605,807</b>	<b>328,401</b>	<b>5,849,227</b>	<b>7,783,435</b>	

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**CORE RECONCILIATION**

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**DEPARTMENT OF SOCIAL SERVICES****DIVISION OF GENERAL SERVICES**

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**5. CORE RECONCILIATION**

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	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PS	66.11	1,293,248	262,488	141,727	1,697,463	
	EE	0.00	312,559	65,913	5,707,500	6,085,972	
	<b>Total</b>	<b>66.11</b>	<b>1,605,807</b>	<b>328,401</b>	<b>5,849,227</b>	<b>7,783,435</b>	

# FLEXIBILITY REQUEST FORM

<b>BUDGET UNIT NUMBER:</b> 88872C	<b>DEPARTMENT:</b> Social Services
<b>BUDGET UNIT NAME:</b> Division of General Services	<b>DIVISION:</b> General Services

**1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.**

DEPARTMENT REQUEST					GOVERNOR RECOMMENDATION				
Section	PS or E&E	Core	% Flex Requested	Flex Request Amount	Section	PS or E&E	Core	% Flex Gov Rec	Flex Gov Rec Amount
	PS	\$1,697,463	20%	\$339,493		PS	\$1,697,463	20%	\$339,493
	E&E	\$207,500	20%	\$41,500		E&E	\$207,500	20%	\$41,500
<i>Total Request</i>		\$1,904,963	20%	\$380,993	<i>Total Gov. Rec.</i>		\$1,904,963	20%	\$380,993

The Division of General Services (DGS) is requesting a 20% flexibility for personal services and expense and equipment in FY 07. This flexibility allows DGS to compensate for potential shortfalls. During FY 06, DGS will examine its core functions and may revise or eliminate certain processes.

**2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.**

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
None	H.B. 11 allows for up to a 20% flexibility between personal services and expense and equipment appropriations.	20% flexibility is being requested in all funds.

**3. Was flexibility approved in the Prior Year Budget or the Current Year Budget? If so, how was the flexibility used during those years?**

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
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20% flexibility was requested in all funds. This flexibility will help manage a 20% discretionary spending reduction.

20% flexibility is being requested in all funds.

# FY07 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>DIVISION OF GENERAL SERVICES</b>								
<b>CORE</b>								
OFFICE SUPPORT ASST (CLERICAL)	197,111	9.74	177,903	9.61	190,590	10.61	190,590	10.61
ADMIN OFFICE SUPPORT ASSISTANT	58,611	2.25	49,620	2.00	49,620	2.00	49,620	2.00
OFFICE SUPPORT ASST (KEYBRD)	38,570	1.92	77,472	3.00	77,472	3.00	77,472	3.00
SR OFC SUPPORT ASST (KEYBRD)	62,588	2.52	52,853	3.00	52,853	3.00	52,853	3.00
OFFICE SERVICES ASST	15,370	0.50	30,840	1.00	30,840	1.00	30,840	1.00
MAILING EQUIPMENT OPER	44,230	1.80	52,502	2.00	93,350	3.00	93,350	3.00
MAIL ROOM SPV	17,529	0.67	30,286	1.00	30,286	1.00	30,286	1.00
STORES CLERK	33,184	1.56	43,104	2.00	43,104	2.00	43,104	2.00
STOREKEEPER I	42,348	1.73	27,830	1.00	27,830	1.00	27,830	1.00
STOREKEEPER II	4,202	0.16	0	0.00	0	0.00	0	0.00
OFFICE SERVICES COOR I	40,799	1.00	122,544	3.00	40,848	1.00	40,848	1.00
EXECUTIVE I	71,588	2.31	65,097	2.00	65,097	2.00	65,097	2.00
EXECUTIVE II	104,626	2.96	69,600	3.00	100,992	3.00	100,992	3.00
TELECOMMUN ANAL IV	47,254	1.00	47,304	1.00	47,304	1.00	47,304	1.00
CUSTODIAL WORKER I	35,888	2.00	35,985	2.00	35,985	2.00	35,985	2.00
HOUSEKEEPER I	26,757	1.00	26,808	1.00	26,808	1.00	26,808	1.00
SELF-SUFFICIENCY CASE MGR	0	0.00	31,392	1.00	0	(0.00)	0	(0.00)
COMMUNITY SERVICES AIDE	7,145	0.30	12,468	1.00	0	(0.00)	0	(0.00)
LABORER I	17,126	0.95	18,252	1.00	18,252	1.00	18,252	1.00
GROUNDKEEPER I	34,096	1.62	21,781	1.00	42,500	2.00	42,500	2.00
MAINTENANCE WORKER I	79,630	3.43	38,711	4.00	60,492	4.00	60,492	4.00
MAINTENANCE WORKER II	190,526	6.84	128,351	7.00	169,199	8.00	169,199	8.00
MAINTENANCE SPV I	68,924	2.00	65,782	2.00	65,782	2.00	65,782	2.00
MOTOR VEHICLE DRIVER	137,037	6.05	169,401	8.00	179,679	8.50	179,679	8.50
DIVISION DIRECTOR	78,274	1.01	78,324	1.00	78,324	1.00	78,324	1.00
DESIGNATED PRINCIPAL ASST DIV	65,122	1.00	130,344	2.00	130,344	2.00	130,344	2.00
CLERK	16,953	0.90	0	0.00	0	0.00	0	0.00
MISCELLANEOUS PROFESSIONAL	4,940	0.14	0	0.00	0	0.00	0	0.00
SPECIAL ASST OFFICIAL & ADMSTR	65,122	1.00	0	0.00	0	0.00	0	0.00
SPECIAL ASST OFFICE & CLERICAL	47,207	1.37	39,912	1.00	39,912	1.00	39,912	1.00
<b>TOTAL - PS</b>	<b>1,652,757</b>	<b>59.73</b>	<b>1,644,466</b>	<b>65.61</b>	<b>1,697,463</b>	<b>66.11</b>	<b>1,697,463</b>	<b>66.11</b>
TRAVEL, IN-STATE	41,348	0.00	33,147	0.00	33,147	0.00	33,147	0.00

# FY07 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
DIVISION OF GENERAL SERVICES								
CORE								
TRAVEL, OUT-OF-STATE	0	0.00	100	0.00	100	0.00	100	0.00
FUEL & UTILITIES	220,160	0.00	225,000	0.00	197,665	0.00	197,665	0.00
SUPPLIES	47,519	0.00	47,351	0.00	47,351	0.00	47,351	0.00
PROFESSIONAL DEVELOPMENT	226	0.00	0	0.00	0	0.00	0	0.00
COMMUNICATION SERV & SUPP	16,381	0.00	30,000	0.00	29,616	0.00	29,616	0.00
PROFESSIONAL SERVICES	121,492	0.00	95,593	0.00	53,079	0.00	53,079	0.00
JANITORIAL SERVICES	74,831	0.00	113,900	0.00	92,422	0.00	92,422	0.00
M&R SERVICES	122,761	0.00	116,887	0.00	111,679	0.00	111,679	0.00
MOTORIZED EQUIPMENT	0	0.00	2,441	0.00	2,441	0.00	2,441	0.00
OFFICE EQUIPMENT	0	0.00	99	0.00	99	0.00	99	0.00
OTHER EQUIPMENT	2,299	0.00	2,440	0.00	2,440	0.00	2,440	0.00
PROPERTY & IMPROVEMENTS	0	0.00	5,000	0.00	5,000	0.00	5,000	0.00
EQUIPMENT RENTALS & LEASES	11,127	0.00	8,883	0.00	8,883	0.00	8,883	0.00
MISCELLANEOUS EXPENSES	78	0.00	2,050	0.00	2,050	0.00	2,050	0.00
REBILLABLE EXPENSES	3,955,701	0.00	5,500,000	0.00	5,500,000	0.00	5,500,000	0.00
TOTAL - EE	4,613,923	0.00	6,182,891	0.00	6,085,972	0.00	6,085,972	0.00
GRAND TOTAL	\$6,266,680	59.73	\$7,827,357	65.61	\$7,783,435	66.11	\$7,783,435	66.11
GENERAL REVENUE	\$1,768,614	49.40	\$1,638,386	51.29	\$1,605,807	51.47	\$1,605,807	51.47
FEDERAL FUNDS	\$269,738	6.76	\$339,744	11.32	\$328,401	9.64	\$328,401	9.64
OTHER FUNDS	\$4,228,328	3.57	\$5,849,227	3.00	\$5,849,227	5.00	\$5,849,227	5.00



## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Division of General Services**

**Program is found in the following core budget(s): Division of General Services**

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### 1. What does this program do?

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The Division of General Services (DGS) provides expertise to support and manage certain technical and administrative activities required to operate Department of Social Services offices and programs. These are functions ancillary to the core functions of the program divisions and are best managed centrally.

Services provided include:

- Bulk Mailing (mailings include assistance payments, provider payments and required recipients mailings)
- Telecommunications Support (central and field office support)
- Warehouse Management (supply, furniture and equipment distribution)
- Building Maintenance (office moves and remodeling and specialty/systems furniture applications)
- DSS Fleet Management
- DSS Inventory Assistance
- Deliveries to DSS field offices
- Homeland Security Oversight and SEMA/Office Safety Coordination

DGS also provides administrative coverage and building maintenance functions for the Prince Hall Family Support Center.

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### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

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State statute RSMo. 660.010

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### 3. Are there federal matching requirements? If yes, please explain.

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No

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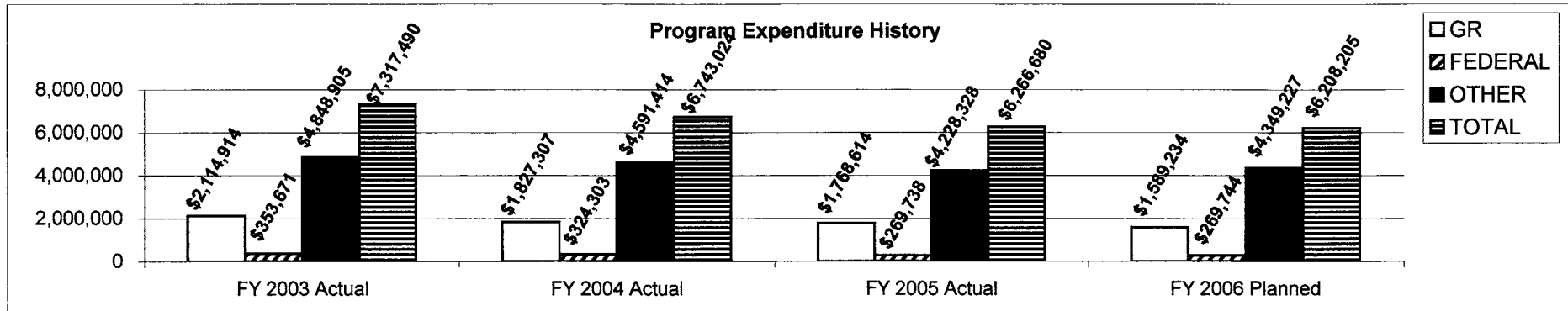
### 4. Is this a federally mandated program? If yes, please explain.

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No



**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

Child Support Enforcement Collections (0169) and Administrative Trust Fund (0545)

**7a. Provide an effectiveness measure.**

SFY	Mail Processed	
	Actual	Projected
2003	21,939,600	22,000,000
2004	20,187,000	23,199,600
2005	22,491,300	20,000,000
2006		22,000,000
2007		22,000,000
2008		22,000,000

**7b. Provide an efficiency measure.**

SFY	Postage Dollars Saved From Bar Coding	
	Actual	Projected
2003	\$20,000	\$25,000
2004	\$204,438	\$150,000
2005	\$311,790	\$250,000
2006		\$325,000
2007		\$340,000
2008		\$340,000

**7c. Provide the number of clients/individuals served, if applicable.**

Provide services to over 8,500 departmental employees

**7d. Provide a customer satisfaction measure, if available.**

N/A



# FY07 Department of Social Services Report #9

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>DIVISION OF LEGAL SERVICES</b>									
<b>CORE</b>									
<b>PERSONAL SERVICES</b>									
GENERAL REVENUE	1,685,190	46.58	1,664,994	53.62	1,665,810	53.62	1,665,810	53.62	
DEPT OF SOC SERV FEDERAL & OTH	2,780,685	76.88	2,869,918	71.99	2,869,918	71.99	2,869,918	71.99	
THIRD PARTY LIABILITY COLLECT	445,916	12.93	501,022	13.29	501,022	13.29	501,022	13.29	
CHILD SUPPORT ENFORCEMT COLLTN	135,893	3.65	150,453	3.07	150,453	3.07	150,453	3.07	
TOTAL - PS	5,047,684	140.04	5,186,387	141.97	5,187,203	141.97	5,187,203	141.97	
<b>EXPENSE &amp; EQUIPMENT</b>									
GENERAL REVENUE	168,951	0.00	15,459	0.00	201,065	0.00	201,065	0.00	
DEPT OF SOC SERV FEDERAL & OTH	605,350	0.00	691,960	0.00	680,184	0.00	680,184	0.00	
THIRD PARTY LIABILITY COLLECT	113,194	0.00	315,339	0.00	115,339	0.00	115,339	0.00	
TOTAL - EE	887,495	0.00	1,022,758	0.00	996,588	0.00	996,588	0.00	
<b>TOTAL</b>	<b>5,935,179</b>	<b>140.04</b>	<b>6,209,145</b>	<b>141.97</b>	<b>6,183,791</b>	<b>141.97</b>	<b>6,183,791</b>	<b>141.97</b>	
<b>GENERAL STRUCTURE ADJUSTMENT - 0000012</b>									
<b>PERSONAL SERVICES</b>									
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	89,387	0.00	
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	0	0.00	92,041	0.00	
THIRD PARTY LIABILITY COLLECT	0	0.00	0	0.00	0	0.00	20,041	0.00	
CHILD SUPPORT ENFORCEMT COLLTN	0	0.00	0	0.00	0	0.00	6,019	0.00	
TOTAL - PS	0	0.00	0	0.00	0	0.00	207,488	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>207,488</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$5,935,179</b>	<b>140.04</b>	<b>\$6,209,145</b>	<b>141.97</b>	<b>\$6,183,791</b>	<b>141.97</b>	<b>\$6,391,279</b>	<b>141.97</b>	

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# CORE DECISION ITEM

Department: Social Services  
Division: Legal Services  
Appropriation: Legal Services

Budget Unit Number: 88912C

## 1. CORE FINANCIAL SUMMARY

FY 2007 Budget Request				
	GR	Federal	Other	Total
PS	1,665,810	2,869,918	651,475	5,187,203
EE	201,065	680,184	115,339	996,588
PSD				
Total	1,866,875	3,550,102	766,814	6,183,791
FTE	53.62	71.99	16.36	141.97

<b>Est. Fringe</b>	814,415	1,403,103	318,506	2,536,024
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Third Party Liability Collections Fund (0120)  
Child Support Enforcement Collections Fund (0169)

FY 2007 Governor's Recommendation				
	GR	Federal	Other	Total
PS	1,665,810	2,869,918	651,475	5,187,203
EE	201,065	680,184	115,339	996,588
PSD				
Total	1,866,875	3,550,102	766,814	6,183,791
FTE	53.62	71.99	16.36	141.97

<b>Est. Fringe</b>	814,415	1,403,103	318,506	2,536,024
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Third Party Liability Collections Fund (0120)  
Child Support Enforcement Collections Fund (0169)

## 2. CORE DESCRIPTION

Core funding for the Division of Legal Services (DLS) to provide comprehensive legal support to all program and support divisions in the Department of Social Services.

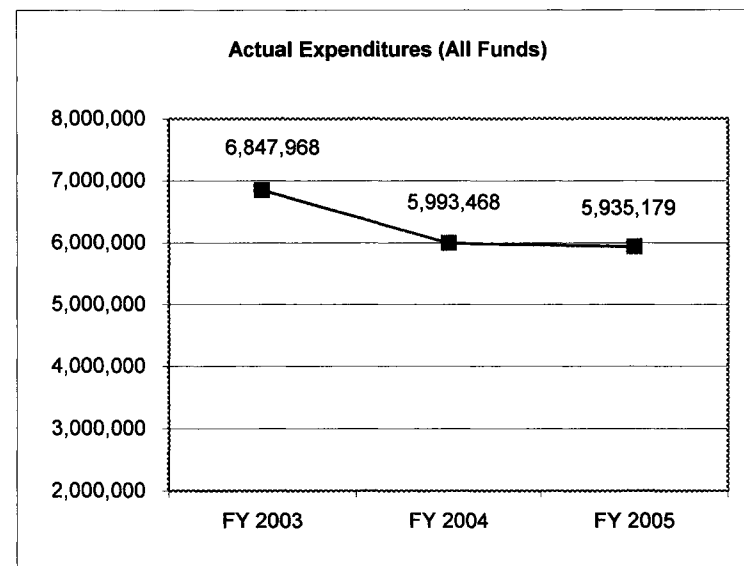
## 3. PROGRAM LISTING (list programs included in this core funding)

Division of Legal Services

## CORE DECISION ITEM

### 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)	7,367,310	6,606,018	6,551,244	6,209,145
Less Reverted (All Funds)	(368,100)	(61,485)	(119,073)	N/A
Budget Authority (All Funds)	6,999,210	6,544,533	6,432,171	N/A
Actual Expenditures (All Funds)	6,847,968	5,993,468	5,935,179	N/A
Unexpended (All Funds)	151,242	551,065	496,992	N/A
Unexpended, by Fund:				
General Revenue	11,869	570	16,895	N/A
Federal	102,694	116,194	201,130	N/A
Other	36,679	434,301	278,967	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

#### NOTES:

##### FY2003:

\$80,937 Federal Fund agency reserve for authority in excess of cash

##### FY2004:

\$105,729 Federal Fund agency reserve for authority in excess of cash; \$371,516 Third Party Liability fund agency reserve; \$50,000 CSEC fund agency reserve.

##### FY2005:

\$155,000 Federal Fund agency reserve for authority in excess of cash; \$238,000 Third Party Liability fund agency reserve

**CORE RECONCILIATION**

**DEPARTMENT OF SOCIAL SERVICES**  
**DIVISION OF LEGAL SERVICES**

**5. CORE RECONCILIATION**

		<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>								
		PS	141.97	1,664,994	2,869,918	651,475	5,186,387	
		EE	0.00	15,459	691,960	315,339	1,022,758	
		<b>Total</b>	<b>141.97</b>	<b>1,680,453</b>	<b>3,561,878</b>	<b>966,814</b>	<b>6,209,145</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>								
Transfer Out	[#991]	EE	0.00	(6,117)	(3,499)	0	(9,616)	Transfer funding for leased facilities utilities and janitorial to HB 13.
Core Reallocation	[#921]	PS	0.00	816	0	0	816	Transfer in from DSS Overtime due to changes in SB 367 (2005).
Core Reallocation	[#1384]	EE	0.00	(8,277)	(8,277)	0	(16,554)	Transfer funding for IT related expenditures to IT Consolidation.
<b>NET DEPARTMENT CHANGES</b>			<b>0.00</b>	<b>(13,578)</b>	<b>(11,776)</b>	<b>0</b>	<b>(25,354)</b>	
<b>DEPARTMENT CORE REQUEST</b>								
		PS	141.97	1,665,810	2,869,918	651,475	5,187,203	
		EE	0.00	201,065	680,184	115,339	996,588	
		<b>Total</b>	<b>141.97</b>	<b>1,866,875</b>	<b>3,550,102</b>	<b>766,814</b>	<b>6,183,791</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>								
		PS	141.97	1,665,810	2,869,918	651,475	5,187,203	
		EE	0.00	201,065	680,184	115,339	996,588	
		<b>Total</b>	<b>141.97</b>	<b>1,866,875</b>	<b>3,550,102</b>	<b>766,814</b>	<b>6,183,791</b>	

# FLEXIBILITY REQUEST FORM

<b>BUDGET UNIT NUMBER:</b> 88912C	<b>DEPARTMENT:</b> Social Services
<b>BUDGET UNIT NAME:</b> Division of Legal Services	<b>DIVISION:</b> Legal Services

**1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.**

DEPARTMENT REQUEST					GOVERNOR RECOMMENDATION				
Section	PS or E&E	Core	% Flex Requested	Flex Request Amount	Section	PS or E&E	Core	% Flex Gov Rec	Flex Gov Rec Amount
	PS	\$5,187,203	20%	\$1,037,441		PS	\$5,187,203	20%	\$1,037,441
	E&E	\$996,588	20%	\$199,318		E&E	\$996,588	20%	\$199,318
<i>Total Request</i>		\$6,183,791	20%	\$1,236,759	<i>Total Gov. Rec.</i>		\$6,183,791	20%	\$1,236,759

Flexibility allows the Division of Legal Services (DLS) to effectively provide legal support to all of the divisions within DSS. To best meet timeframes, secure expertise and ensure program divisions are served in the most appropriate and timely manner, DLS must decide whether goals can be achieved by utilizing in-house attorneys or consider the need for contracted attorneys. Appropriation flexibility allows latitude in making these decisions.

**2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.**

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	H.B. 11 language allows for up to 20% flexibility for all funds between personal services and expense and equipment.	20% flexibility is being requested in all funds.

**3. Was flexibility approved in the Prior Year Budget or the Current Year Budget? If so, how was the flexibility used during those years?**

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
10% flexibility granted for GR appropriations only, funds were not utilized.	Flexibility will assist in managing funds due to recent core reductions. Uses will be determined on an "as needed" basis.



# FY07 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>DIVISION OF LEGAL SERVICES</b>								
<b>CORE</b>								
OFFICE SUPPORT ASST (CLERICAL)	2,157	0.11	0	0.00	0	0.00	0	0.00
ADMIN OFFICE SUPPORT ASSISTANT	127,666	4.97	137,244	5.00	129,036	5.00	129,036	5.00
OFFICE SUPPORT ASST (KEYBRD)	311,514	14.98	334,032	16.00	311,514	15.00	311,514	15.00
SR OFC SUPPORT ASST (KEYBRD)	325,053	13.70	308,772	13.00	350,785	14.00	350,785	14.00
COMPUTER INFO TECHNOLOGIST I	13,103	0.38	0	0.00	0	0.00	0	0.00
COMPUTER INFO TECHNOLOGIST II	23,817	0.62	0	0.00	0	0.00	0	0.00
COMPUTER INFO TECH SPEC I	6,666	0.13	0	0.00	0	0.00	0	0.00
TRAINING TECH I	30,239	1.00	30,288	1.00	30,288	1.00	30,288	1.00
CLAIMS & RESTITUTION TECH I	87,072	2.95	90,804	3.00	89,004	3.00	89,004	3.00
CLAIMS & RESTITUTION TECH II	30,790	1.00	31,438	1.00	30,840	1.00	30,840	1.00
INVESTIGATOR I	64,604	2.00	64,704	2.00	64,704	2.00	64,704	2.00
INVESTIGATOR II	842,289	23.41	877,994	24.43	851,116	24.43	851,116	24.43
INVESTIGATOR III	617,029	16.18	649,028	16.00	647,209	17.00	647,209	17.00
HEARINGS OFFICER	47,850	1.10	44,424	1.00	43,584	1.00	43,584	1.00
INVESTIGATION MGR B1	146,946	3.00	214,566	4.00	234,782	4.00	234,782	4.00
DIVISION DIRECTOR	81,931	1.00	78,324	1.00	83,200	1.00	83,200	1.00
DEPUTY DIVISION DIRECTOR	65,145	1.00	65,196	1.00	65,196	1.00	65,196	1.00
DESIGNATED PRINCIPAL ASST DIV	7,998	0.14	8,189	0.15	8,515	0.15	8,515	0.15
LEGAL COUNSEL	1,121,575	26.08	1,143,084	25.06	1,143,900	25.06	1,143,900	25.06
HEARINGS OFFICER	835,678	19.76	862,037	21.83	862,037	21.33	862,037	21.33
CLERK	8,154	0.44	9,246	0.50	9,246	0.50	9,246	0.50
TYPIST	17,127	0.89	9,275	0.50	9,275	0.50	9,275	0.50
MISCELLANEOUS PROFESSIONAL	51,046	0.84	30,000	0.50	60,000	1.00	60,000	1.00
SPECIAL ASST PROFESSIONAL	95,411	1.87	98,988	2.00	65,196	1.00	65,196	1.00
SPECIAL ASST OFFICE & CLERICAL	80,414	2.34	98,754	3.00	97,776	3.00	97,776	3.00
INVESTIGATOR	6,410	0.15	0	0.00	0	0.00	0	0.00
<b>TOTAL - PS</b>	<b>5,047,684</b>	<b>140.04</b>	<b>5,186,387</b>	<b>141.97</b>	<b>5,187,203</b>	<b>141.97</b>	<b>5,187,203</b>	<b>141.97</b>
TRAVEL, IN-STATE	47,151	0.00	99,465	0.00	79,465	0.00	79,465	0.00
TRAVEL, OUT-OF-STATE	363	0.00	4,383	0.00	1,000	0.00	1,000	0.00
FUEL & UTILITIES	10,116	0.00	15,194	0.00	0	0.00	0	0.00
SUPPLIES	198,972	0.00	174,690	0.00	214,690	0.00	214,690	0.00
PROFESSIONAL DEVELOPMENT	24,933	0.00	30,571	0.00	38,571	0.00	38,571	0.00

# FY07 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>DIVISION OF LEGAL SERVICES</b>								
<b>CORE</b>								
COMMUNICATION SERV & SUPP	111,748	0.00	136,215	0.00	126,238	0.00	126,238	0.00
PROFESSIONAL SERVICES	428,995	0.00	440,163	0.00	429,192	0.00	429,192	0.00
JANITORIAL SERVICES	39	0.00	8,525	0.00	769	0.00	769	0.00
M&R SERVICES	38,618	0.00	65,651	0.00	51,544	0.00	51,544	0.00
COMPUTER EQUIPMENT	4,245	0.00	0	0.00	0	0.00	0	0.00
MOTORIZED EQUIPMENT	0	0.00	9,907	0.00	0	0.00	0	0.00
OFFICE EQUIPMENT	4,134	0.00	13,500	0.00	25,000	0.00	25,000	0.00
OTHER EQUIPMENT	3,762	0.00	3,821	0.00	4,821	0.00	4,821	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1,524	0.00	1,000	0.00	1,000	0.00
REAL PROPERTY RENTALS & LEASES	7,469	0.00	2,269	0.00	8,000	0.00	8,000	0.00
EQUIPMENT RENTALS & LEASES	3,348	0.00	4,429	0.00	3,847	0.00	3,847	0.00
MISCELLANEOUS EXPENSES	3,602	0.00	12,451	0.00	12,451	0.00	12,451	0.00
<b>TOTAL - EE</b>	<b>887,495</b>	<b>0.00</b>	<b>1,022,758</b>	<b>0.00</b>	<b>996,588</b>	<b>0.00</b>	<b>996,588</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$5,935,179</b>	<b>140.04</b>	<b>\$6,209,145</b>	<b>141.97</b>	<b>\$6,183,791</b>	<b>141.97</b>	<b>\$6,183,791</b>	<b>141.97</b>
<b>GENERAL REVENUE</b>	<b>\$1,854,141</b>	<b>46.58</b>	<b>\$1,680,453</b>	<b>53.62</b>	<b>\$1,866,875</b>	<b>53.62</b>	<b>\$1,866,875</b>	<b>53.62</b>
<b>FEDERAL FUNDS</b>	<b>\$3,386,035</b>	<b>76.88</b>	<b>\$3,561,878</b>	<b>71.99</b>	<b>\$3,550,102</b>	<b>71.99</b>	<b>\$3,550,102</b>	<b>71.99</b>
<b>OTHER FUNDS</b>	<b>\$695,003</b>	<b>16.58</b>	<b>\$966,814</b>	<b>16.36</b>	<b>\$766,814</b>	<b>16.36</b>	<b>\$766,814</b>	<b>16.36</b>

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Division of Legal Services**

**Program is found in the following core budget(s): Division of Legal Services**

### 1. What does this program do?

*PROGRAM SYNOPSIS: The Division of Legal Services (DLS) provides comprehensive legal support to all program and support divisions in the department.*

The Division of Legal Services (DLS) provides comprehensive legal support to all programs and support divisions in the Department of Social Services (DSS) to assist these agencies in accomplishing the Department's goals and objectives.

DLS is functionally organized into four major sections:

#### Litigation

Through DLS attorneys and support staff, the Litigation Section provides legal counsel and representation to the Department of Social Services and its separate divisions. The deputy of the section assists the division director in providing legal assistance and advice to the DSS Director to ensure that the programs and policies of the department are implemented in the manner provided by law.

The primary focus of the litigation attorneys is to assist the Children's Division in placing foster children in safe, stable and loving permanent homes through reunification with their families or, if that is not possible, by advocating for placement with appropriate relatives, guardianships, adoptive homes or other appropriate placements based upon the needs of each family and child.

Additional duties include:

- provide legal advice and representation to the child abuse and neglect hotline system by providing training and consultation for investigators and staff and by defending the decisions made by the department in Circuit Court;
- provide competent and zealous litigation support to CD in child abuse and neglect investigations enhancing the effectiveness of that program by ensuring that perpetrators of abuse and neglect are properly identified in the Central Registry;
- provide legal advice, training and courtroom representation for the Children's Division in the Juvenile and Circuit Courts of the State;
- advise and assist the Children's Division on matters relating to licensure of foster homes including actions pertaining to sanctioning of these entities;
- perform legal research;
- review proposed legislation;
- assist in the review and drafting of contracts between divisions and nongovernment service providers;
- review and draft memorandums of understanding between the department/divisions and other governmental entities;
- provide legal advice and courtroom representation to the Division of Youth Services to assure that its mission of addressing the needs of delinquent youth is attained;
- provide legal advice and counsel to the Division of Medical Services in administering the Medicaid program;
- provide legal support to the Family Support Division in administering the income maintenance and child support programs; and
- provide legal assistance to the other support divisions within the department.

### Administrative Hearings

The Administrative Hearings Section is comprised of hearing officers who conduct hearings related to child support enforcement and public benefits. The licensed attorneys who conduct child support hearings are qualified and trained to provide full and fair hearings in all facets of the child support process, including enforcement, establishment, and modification of administrative child support orders.

Hearing officers within the Administrative Hearings Section also provide full and fair administrative hearings for public benefit and service recipients who are challenging a decision of the Family Support Division or the Division of Medical Services. These due process hearings provide a forum for determining whether the denial or termination of public benefits or services was justified. By providing full and fair administrative hearings and rendering decisions expeditiously, these hearing officers are able to provide due process to all participants and promote the integrity of state programs, including food stamps, cash assistance, and medical assistance programs.

Hearing officers also hear provider appeals of Children's Divisions' decisions to deny or revoke the registration of child care providers from the state's childcare subsidy program and conduct hearings on adoption and foster home licensure.

### Investigations

The Investigation Section is divided into four units: Welfare Investigations, Medicaid Investigations, Claims and Restitution, and General Assignment Unit.

The Welfare Investigation Unit (WIU) investigates fraud and abuse committed by public assistance recipients. WIU is divided into five regions -- Kansas City, St. Louis, Jefferson City, Springfield and Sikeston.

Medicaid Program fraud and abuse committed by recipients is investigated by the Medicaid Investigation Unit (MIU). The MIU is responsible for the investigation, identification and collection of evidence for use in criminal and civil prosecutions relating to Recipient Medicaid Program fraud and abuse. MIU is also responsible for Medicaid provider compliance investigations including overpayments, denial of enrollments, and program sanctions. The MIU is involved with two multi-agency (federal and state) task forces in an effort to prosecute cases of fraud and abuse of medical entitlement programs.

The Claims and Restitution (C&R) unit operates and manages the Claims Accounting Restitution System (CARS). The CARS system tracks the establishment and collection efforts in all claims in the public assistance programs administered by DSS. The C&R unit also administers the Treasury Offset Program (TOP). The TOP provides for the intercept of individuals' federal income tax returns to satisfy outstanding food stamp overpayments.

The General Assignment Unit (GAU) is divided into two sub-units: Special Assignment Unit (SAU) and Location and Tracking Unit (LTU). The SAU is responsible for conducting criminal, personnel, and internal investigations to strengthen departmental integrity and for furnishing technical support and investigative assistance to the various DSS divisions in their administration and control of departmental programs. The LTU locates persons owing monies to the Department of Social Services, as well as other state agencies, identifies their resources, initiates collection actions, monitors payments and takes appropriate action on delinquent accounts, conducts background investigations and associated research in support of DSS investigations and conducts background checks on prospective DSS employees.

#### State Technical Assistance Team

The State Technical Assistance Team (STAT) assists in the investigation of child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality cases, as described in Sections 660.520 to 660.527, RSMo, upon the request of local, state or federal law enforcement, prosecuting officials, Department of Social Services staff, representatives of the family courts, medical examiner, coroner or juvenile officer. As licensed peace officers by the Director of the Department of Public Safety pursuant to Chapter 590, RSMo, STAT investigators are deemed peace officers and have powers of arrest, limited to offenses involving child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality. STAT assists county multidisciplinary teams in the development and implementation of protocols for the investigation and prosecution of child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality.

STAT also manages Missouri's Child Fatality Review Program (RSMo 210.192, et. al.) with multidisciplinary panels in 114 counties and the City of St. Louis. Based on information received, risks to children are identified and prevention strategies are developed

DLS also coordinates the department's compliance with the federal Health Insurance Portability and Accountability Act (HIPPA). HIPPA requires that the department have a privacy officer to oversee the department's implementation of HIPPA standards within the department, training of department employees on HIPPA standards and the continuous compliance with the rules.

#### **2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Chapters 58, 194, 205, 207, 208, 210, 211, 219, 452, 453, 454, 455, 456, 473, 621, 660 RSMo.; Medicaid 42 USC Chapter 7 subchapter XIX, Section 1396; 20 CFR404 1001-1096; 1501-1675 subchapter 8(1,2); 42 CFR440-441,483; 45 CFR205 and 206; TANF 45 CFR 233, 261, 262; 7 CFR 273.15; 7 CFR 273.16(e); 45 CFR 303.101; 45 CFR 302.50; 45 CFR 302.70 (2); 45 CFR 303.8(B); 45 CFR 303.100; 45 CFR 303.105; 7 CFR Section 273.18; 42 CFR Section 456.3(a); CFR Section 456.1--456.23; 42 USC Section 5106a; 42 USC Sections 670-680.

#### **3. Are there federal matching requirements? If yes, please explain.**

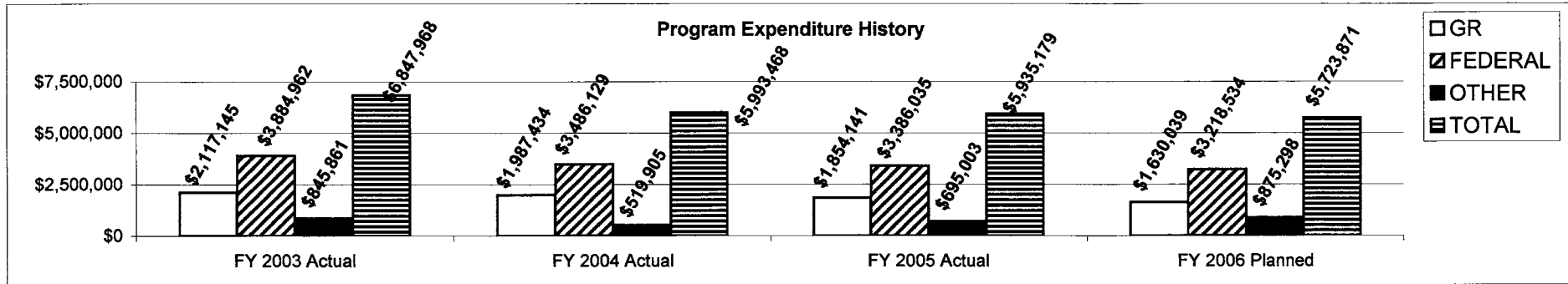
Federal matching requirements depend on the program DLS is supporting. For example, expenditures related to seeking permanency for children in the care and custody of the Children's Division could be eligible for the IV-E administrative match of 50% federal/50% state.

#### **4. Is this a federally mandated program? If yes, please explain.**

Yes, in some areas. The Division of Legal Services (DLS) performs administrative hearings for the following federally mandated programs: Medicaid, TANF, Food Stamps and Child Support. DLS provides investigation services for food stamp fraud, claims and restitution and Medicaid fraud. The litigation section manages cases related to Medicaid utilization, child protection and permanency planning in the areas of foster care, adoption and reunification.

A complete list of federal mandates can be found with each program description in the Divisions that administer the above listed programs.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

Third Party Liability Fund and Child Support Enforcement Collections.

**7a. Provide an effectiveness measure.**

Percentage of Permanency Program Cases Assigned to Protective Services Attorneys that have a Permanency Goal Achieved within 12 months		
SFY	Actual	Projected
2003	N/A	N/A
2004	7.8%	N/A
2005	11.1%	9.8%
2006		11.0%
2007		12.0%
2008		13.0%

Percentage of Permanency Program Cases Assigned to Protective Services Attorneys that have a Permanency Goal Achieved after 12 months		
SFY	Actual	Projected
2003	N/A	N/A
2004	N/A	N/A
2005	14.8%	N/A
2006		14.8%
2007		14.8%
2008		14.8%

**7b. Provide an efficiency measure.**

Average Number of Months from the Date Assigned to Protective Services Attorneys to the Date the Goal is Achieved		
SFY	Actual	Projected
2003	9.9	N/A
2004	11.2	N/A
2005	14.8	10.5
2006		13.0
2007		12.0
2008		12.0

**7c. Provide the number of clients/individuals served, if applicable.**

SFY	Number of Protective Service cases closed/ goal achieved		Administrative Hearing Section Decisions		Investigations Concluded (Investigation Section)		Criminal Investigation Concluded (STAT)	
	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected
2003	N/A	N/A	18,349	18,000	6,436	5,375	355	615
2004	1,966	N/A	16,302	15,300	6,526	5,575	354	625
2005	1,687	2,200	14,484	16,500	6,390	6,700	307	425
2006		1,800		15,500		6,500		350
2007		1,800		15,500		6,500		350
2008		1,800		15,500		6,500		350

**7d. Provide a customer satisfaction measure, if available.**